

# *“Homeworker Helper”* Volunteer

PART-TIME

**Departmental Team:** Programs & Outreach

**Reports to:** Children’s Librarian

**Hours of work:** Part-time, at least one Thursday/month from 4:00pm-5:30pm starting October 2019.

**Summary Description:** Program & Outreach Services is looking for enthusiastic and caring adults to help with a new program offering homework assistance to tweens and teens.

## **Essential Functions:**

- Help staff to set up and clean up room
- Welcome young Library patrons
- Offer assistance in one (or more) of the following areas:
  1. Reading
  2. Writing and spelling
  3. Math
  4. Science
  5. History & Civics/Social Studies

## **Other Responsibilities:**

- Reliable attendance in the workplace
- Able to form warm, respectful and supportive relationships with tweens and teens
- Able to protect the privacy of patrons, regardless of age
- Offer gentle guidance in completing school homework
- Serve snacks
- Stay current on Library policies, processes, procedures and technologies required to perform work duties

## **Working Environment:**

- Will at times be required to set up tables and carry chairs
- Schedule: Thursdays from 4:00 pm - 5:30 pm (commit to at least one Thursday a month)
- Full training given

## **Qualifications:**

- A positive attitude, excellent interpersonal skills, and cultural sensitivity working with patrons, coworkers and community

- An ability to listen compassionately
- Ability to successfully relate to youth with warmth and caring.
- A great sense of humor
- Successful completion of a background check
- Must be at least 18 years of age
- Experience in teaching preferred but not required.
- Bi-lingual in Spanish a plus

If interested, please fill out our [online volunteer application](#).