

## VOLUNTEER POSITION DESCRIPTION

### Worthington Libraries

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Title: **Homework Help Center Volunteer**

Location: Northwest Library (2280 Hard Road)

Immediate Supervisor: Homework Help Center Coordinator

**PURPOSE OF THIS POSITION:** The Homework Help Center (HHC) at Northwest Library provides students with access to reference tools, technology, and people who can help them with their homework. HHC volunteers assist students in grades K-12 with their homework and studies. HHC volunteers are not tutors, nor should they represent themselves as tutors or prescribe courses of action for students outside of visiting the HHC.

#### RESPONSIBILITIES:

- Answer questions related to homework assignments.
- Review homework instructions with students and help them understand what is being asked of them.
- Proofread homework papers, looking for errors and ways for the students to easily improve their assignments. Point out information that is incorrect or missing.
- Teach students to use reference materials.
- Model and reinforce literacy skills and good basic study skills.
- Support the education and enrichment of the students by organizing and implementing supplementary materials for student use, assisting with crafts, providing computer support, and related tasks, as requested by the Homework Help Center Coordinator.
- Other duties as requested by the Homework Help Center Coordinator.

#### POSITION REQUIRES:

- Advanced literacy skills
- Knowledge of elementary and middle school-level math, science, social studies, etc.
- Ability to maintain confidentiality
- Ability to respond appropriately to patrons while establishing a good rapport
- Willingness to work with students on any subject
- Ability to work with several students at a time
- Adaptable to helping children using the methods by which they have been taught
- Ability to work independently
- Ability to use a personal computer (Windows style software, mouse, keyboard). Familiarity with Microsoft Office products and Internet skills are helpful.
- Knowledge of library electronic resources/databases (may be acquired after volunteering begins)

**SPECIAL REQUIREMENTS:** Volunteers in this position should be excellent communicators, be comfortable working with youth ages 5-17, and demonstrate patience and a concern for students and their educational needs.

**TIME INVOLVEMENT:**

The HHC is open from 3:30-6:30pm Monday – Thursday during the school year. Volunteers are asked to commit to a regular weekly schedule of between 3-6 hours/week depending on volunteer's availability and library needs. To ensure adequate staffing during HHC hours, we ask that HHC volunteers honor their voluntary commitment and give at least two weeks' notice when leaving the volunteer position permanently. Vacations, illnesses, etc. are expected and will be accommodated.

**TRAINING:**

Volunteers will receive a library tour and volunteer orientation with the Outreach Services/ Volunteer Coordinator. Volunteers will receive an orientation to the HHC and more detailed training with the Homework Help Center Coordinator.

**IF INTERESTED, please contact:**

Erin Buerk, Volunteer Coordinator  
Worthington Libraries  
820 High Street  
Worthington, OH 43085  
614.807.3639  
ebuerk@worthingtonlibraries.org

*An individual who poses a direct threat to the health and safety of himself/herself or others in the workplace will be deemed not qualified for this position.*