



The Seattle Public Library

Volunteer Services Program

## Homework Helper for the 2018-2019 School Year

### Volunteer Service Description

#### Summary:

The Seattle Public Library provides homework help and learning activities for K-12 students during the school year. Volunteers support students' success in school by helping them develop literacy and mathematics skills, understand homework assignments, and prepare for college. Volunteers tutor students in all academic subjects and may also specialize in high school subjects.

Most of the students attend Seattle's public schools (elementary and middle schools) and speak a language other than English at home. Volunteers must be comfortable interacting with children and teens in small groups and individually. We request a volunteer commitment throughout the school year. Service-learning university students can be considered for a short-term volunteer assignment for at least one academic quarter.

#### Responsibilities:

1. Actively listen as students read their homework assignments and describe school projects to you. Ask open-ended questions to engage students in a discussion to support their understanding of an assignment and how to get started. Check back with students who are working on assignments and respond to their questions.
2. Assist elementary school students with reading comprehension and learning vocabulary. Because younger students may not have homework, play educational games together and take turns reading aloud. The Library will provide a variety of literacy and math games.
3. Explain math concepts and approaches for solving math problems. Ask students to explain their completed math homework assignments to you and what they learned. Play math games with elementary school students.
4. Help students develop academic skills, including how to organize and prioritize homework, take notes when reading textbooks, use study guides and workbooks, proofread and check their work, etc.
5. Enable students to understand essay assignments by reading guidelines together and discussing essay formats. Ask open-ended questions to help students decide what they would like to write about. Ask students to read their essays to you. Provide constructive feedback.
6. Share your knowledge of a subject (e.g. English, history, social studies and STEM fields). Volunteers are encouraged to engage students in conversations about their educational and career interests. Refer students to staff for assistance with researching postsecondary academic and vocational programs.
7. Refer students who request help with conducting research and finding reference materials to staff. Staff are happy to recommend materials and show students how to use the Library's catalog, databases and reliable websites.
8. Communicate regularly with the branch's Homework Help volunteer liaison(s) regarding your questions, volunteer schedule, suggestions and to request supplies.
9. Inform the volunteer liaison(s) of absences at least two weeks in advance. When you must cancel a Homework Help shift, request coverage for your shift by sending an email to the branch's Homework Help volunteer email list.
10. Abide by The Seattle Public Library's confidentiality policy and support for intellectual freedom.

## **Qualifications:**

Homework Helpers must be at least 18 years old. Volunteer applicants will be asked to authorize a criminal background check. The Library is unable to place applicants who have assault, abuse, theft or other serious criminal convictions as Homework Helpers. Desired qualifications and skills include:

- Completion of at least one year of college. Must be a high school graduate or have a GED diploma.
- Experience with youth as a teacher, tutor, volunteer or family member.
- Empathy, a friendly demeanor and communication skills, especially active listening.
- Considerable patience, flexibility, creativity and an ability to use a variety of methods to enable students to learn.
- Be respectful of diverse lifestyles, cultures, religions and values.
- Strong English and writing skills.
- Able to explain math concepts to elementary and middle school students. Knowledge of high school mathematics (algebra, geometry, trigonometry and calculus) is also helpful.
- Proficient in using email, Word and the Internet. Volunteers are expected to check their email on a regular basis and use the laptop computer and iPad in the Homework Help Center.
- Ability to work as part of a team with other Homework Helpers and Library staff.

## **Time Commitment and Locations:**

The 2018-2019 Homework Help program will be offered from September 10, 2018 through June 13, 2019. Homework Helpers will tutor K-12 students once a week when Seattle's public schools are in session. Those volunteers who have variable job or school schedules can be scheduled as substitute Homework Helpers at least twice a month. Homework Help volunteer shifts are available at the following locations.

**Beacon Hill Branch**, 2821 Beacon Avenue S.

*Volunteer Shifts:* Monday - Thursday, 4:30 p.m. to 6:30 p.m.

**Broadview Branch**, 12755 Greenwood Avenue N.

*Volunteer Shifts:* Monday and Tuesday, 4:30 p.m. to 6 p.m. and 6 p.m. to 7:30 p.m.; Wednesday, 4:30 p.m. to 6 p.m.

**Columbia Branch**, 4721 Rainier Avenue S.

*Volunteer Shifts:* Monday - Thursday, 4:30 p.m. to 6 p.m. and 6 p.m. to 7:30 p.m.

**Douglass-Truth Branch**, 2300 East Yesler Way

*Volunteer Shifts:* Monday, Tuesday and Thursday, 4:30 p.m. to 6 p.m. and 6 p.m. to 7:30 p.m.; Wednesday, 3:30 p.m. to 5:30 p.m. and 5:30 p.m. to 7:30 p.m.

**Greenwood Branch**, 8016 Greenwood Avenue N.

*Volunteer Shifts:* Monday - Thursday, 4:30 p.m. to 6:30 p.m.

**High Point Branch**, 3411 S.W. Raymond St.

*Volunteer Shifts:* Monday & Tuesday, 4 p.m. to 6 p.m. and 6 p.m. to 7:30 p.m.; Wednesday & Thursday, 4 p.m. to 5:45 p.m.

**Lake City Branch**, 12501 28<sup>th</sup> Avenue N.E.

*Volunteer Shifts:* Monday - Thursday, 4:30 p.m. to 6 p.m. and 6 p.m. to 7:30 p.m.

**Please note:** The Lake City Branch will be closed until late 2018 for renovation. Homework Help will be offered at the Lake City Community Center, 12531 28th Ave. NE, during the closure.

**NewHolly Branch, 7058 32<sup>nd</sup> Avenue S.**

*Volunteer Shift:* Monday, 5:30 p.m. to 7 p.m.

**Northgate Branch, 10548 5<sup>th</sup> Avenue N.E.**

*Volunteer Shifts:* Monday, Tuesday and Thursday, 4:30 p.m. to 6 p.m. and 6 p.m. to 7:30 p.m.; Wednesday, 3:30 p.m. to 5:30 p.m. and 5:30 p.m. to 7:30 p.m.

**Rainier Beach Branch, 9125 Rainier Avenue S.**

*Volunteer Shifts:* Monday, Tuesday and Wednesday, 4:30 p.m. to 6:30 p.m.

**South Park Branch, 8604 8<sup>th</sup> Avenue S.**

*Volunteer Shifts:* Monday & Tuesday, 4 p.m. to 5:30 p.m. and 5:30 p.m. to 7 p.m.; Wednesday, 4 p.m. to 5:30 p.m.

**Application and Orientation Process:**

Please contact our Volunteer Services Coordinator to request information about volunteer openings and an application.

The Volunteer Services Coordinator will read applications, interview individuals who meet the Homework Helper qualifications and conduct criminal background checks. New volunteers will be invited to a Homework Help volunteer orientation and referred to a Library branch for a welcome meeting/tour.

All Homework Helpers are asked to participate in the Seattle Tutoring Coalition's All City Tutor Training at the Central Library on Saturday, October 20, 2018. Volunteers will be invited to additional training sessions during the school year.

**Benefits to the Volunteer:**

- Interaction with children and teens from diverse cultural backgrounds.
- Opportunities to make a difference in the lives of students and derive satisfaction from supporting their learning.

**For More Information:**

Please contact Anne Vedella, Volunteer Services Coordinator, at [anne.vedella@spl.org](mailto:anne.vedella@spl.org) or 206-386-4614 you have questions or would like to request an application.