

# ADULT VOLUNTEER POSITION DESCRIPTION

## Bexley Public Library

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**Title:** Homework Zone Volunteer

**Location:** Youth Services Department: Bexley Public Library

**Immediate Supervisor:** Youth Services Staff/Bryan Overholt, Teen Librarian

### PURPOSE OF THIS POSITION

The Bexley Public Library Homework Zone provides computers, school supplies/materials and resources in varying formats (electronic, print, etc.) to support students working on homework assignments. Homework Zone Volunteers will assist students in grades K-12 with their homework.

### RESPONSIBILITIES

- Answer questions related to homework assignments.
- Review and clarify homework instructions with students and help them understand the assignments.
- Proofread homework papers and reports, pointing out information that is incorrect or missing, and helping students understand how to improve their work.
- Teach students to use reference materials (e.g. encyclopedias, electronic resources, reference books).
- Model and reinforce literacy skills and good basic study skills.
- Assisting with crafts, manipulatives/supplementary materials.
- Providing technical/computer support.
- Other duties as requested by supervisor.

### POSITION REQUIRES

- Advanced literacy skills.
- Basic knowledge of elementary-middle school level math, science and social studies.
- Basic spelling/grammar skills.
- Ability to maintain confidentiality.
- Exceptional communication skills.
- Adaptable to helping children using the methods they are taught in school.
- Ability to work independently.
- Ability to multi-task, sometimes assisting multiple students at a time.
- Basic computing skills (Windows software, Word, Excel and PowerPoint)
- Basic internet searching skills.
- Knowledge of library catalog and electronic resources searching (may be acquired after volunteering begins).

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**SPECIAL REQUIREMENTS**

Volunteers working in the Homework Zone should be excellent communicators, comfortable working with youth (ages 5-17) and demonstrate patience, understanding and a concern for students' educational needs.

**TIME INVOLVEMENT**

The HZ is open from 3:30-5:30 Monday – Thursday during the school year. Volunteers are asked to commit to a regular weekly schedule.

**TRAINING**

Volunteers will receive a library tour and volunteer orientation prior to beginning work in the Homework Zone. Additional training may occur to introduce volunteers to new resources as they become available.

**IF INTERESTED PLEASE CONTACT**

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*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 the position.*