

<p style="text-align: center;">KENTON COUNTY PUBLIC LIBRARY Volunteer Position Description Covington After School Homework Helper</p>
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Responsible to:

Head of Children's Services (Covington Location)

Program Description:

The Covington Homework Help Program will serve elementary and middle school students in grades 3-8. Homework Helpers are volunteers who come to the library on a regular basis to provide young people basic assistance with homework assignments. Staff Reference Librarians are available to assist students in finding library resources needed for assignments.

Responsibilities:

- Volunteers will assist students one-on-one and in small groups with assignments in math, science, social studies and language arts.
- Volunteers may offer to help in specific areas (math, science, social studies or language arts) or as a general helper

Time Required:

- The homework help program will be offered on Wednesday from 2:30 – 4:30/5:00, and Saturday from 2:00 – 4:00/4:30. (We are willing to adjust this schedule to accommodate your availability)
- Volunteers are asked to work one shift per week, although a bi-weekly schedule is also available

Length of Commitment:

Minimum of one semester

Training Provided:

Children's Services staff

Qualifications, Special Skills Required and Restrictions:

If you are interested in becoming a Homework Helper you must have the necessary knowledge and/or training to provide competent and accurate information to students and be able to communicate clearly in an approachable and friendly manner; as well as the following:

- Must be 18 years of age or older
- **ENJOY** working with children of various ages and education levels
- Dependability and willingness to commit to a schedule is a must
- General knowledge in one or more of these areas: math, science, social studies and language arts
- Ability to understand homework assignments for those in grades 3-8
- Ability to communicate well with diverse populations and varied learning abilities
- Volunteers should be patient, enthusiastic and provide positive leadership

ACKNOWLEDGEMENT

I have read this position description and fully understand the requirements set forth therein. I hereby accept the volunteer position of _____ and agree to perform the identified essential functions in a manner and in accordance with Kenton County Public Library's established procedures.

I understand that my assignment is volunteer and thereby understand that my assignment may be discontinued either by the organization or myself, and such discontinuation can be made with or without notice.

Volunteer's Signature

Date

NAME

Supervisor's Signature

Date