### **Homework Help Center**

The Homework Help Center (HHC) 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.

**Reports to**: Homework Help Center Coordinator

**Responsibilities:**

* Answer questions related to homework assignments.
* Review 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 projects, providing computer support, and related tasks, as requested by the Homework Help Center Coordinator.

**Position Requires:**

* Advanced literacy skills
* Knowledge of elementary, middle school-level and high school math, science, social studies, etc.
* Ability to maintain confidentiality.
* Ability to respond appropriately to customers 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 students using the methods currently taught by the schools.
* Ability to work independently.
* Ability to use a personal computer.

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

**Time Involvement:**The Homework Help Centers are open Monday-Thursday during the school year, from 2:30-6:30 p.m. at Pickerington Main Library, and from 2:30-6:00 p.m. at Sycamore Plaza Library. 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 an orientation to the HHC and more detailed training with the Homework Help Center Coordinator.