



The Seattle Public Library

Volunteer Services Program

Homework Helper Volunteer Service Description

POSITION SUMMARY:

Homework Helpers assist elementary, middle and high school students with understanding their homework assignments, developing study skills and learning approaches for solving math problems. English is a second language for the majority of the students. Volunteers are asked to assist students for two hours per week throughout the school year.

RESPONSIBILITIES:

1. Actively listen as students read their homework assignments and describe school projects to you. Ask questions to engage students in discussion to support their understanding of assignments.
2. Assist students who are new English speakers with reading and comprehending English.
3. Share your knowledge of a subject, such as math, science, English, literature, history, etc.
4. Discuss approaches or methods for solving math problems.
5. Assist students with developing effective study skills (e.g. how to read textbooks, take notes, etc.).
6. Review completed homework assignments with students. Proofread their written assignments. Provide constructive feedback and encouragement.
7. Assist students with using the Library's Online Homework Help service. Expert subject tutors can assist students with math, science, English and social studies. Online Homework Help is available daily in English and Spanish from 3 p.m. to 11 p.m.
8. Refer students who are seeking help with conducting research and finding reference materials to a librarian. Librarians can show students how to use the Library's catalog and online databases.
9. Maintain regular communication with the librarian who is the branch's designated Homework Help Liaison regarding your questions, issues and suggestions.
10. Abide by The Seattle Public Library's confidentiality policy and support for intellectual freedom.
11. Other duties as assigned by the Homework Help Liaison.

QUALIFICATIONS & SKILLS:

- Completion of at least one year of college. High school graduate (or GED).
- A desire to support the education of elementary, middle and high school students. Previous experience interacting with youth as a teacher, tutor, parent or volunteer.
- Interpersonal communication skills, especially listening skills and a sense of humor.
- Patience, flexibility, creativity and a willingness to use a variety of methods to promote understanding with students who are new English speakers.

- Strong English language and math skills. Understanding of high school math (algebra, geometry, trigonometry and calculus) is helpful.
- Respect of diverse lifestyles, cultures, religions and values.
- Foreign language skills are a plus, especially a conversational ability in Amharic, Cantonese, Mandarin, Oromo, Russian, Somali, Spanish, Tigrinya or Vietnamese.
- Ability to work as part of a team with other Homework Helpers and Library staff.

Volunteers must be at least 18 years old. Volunteer applicants will be asked to authorize a criminal history check by the Washington State Patrol and may be separated from a volunteer assignment based on the results.

TIME COMMITMENT AND BRANCH LOCATIONS:

Volunteers are asked to assist students for two hours per week throughout the school year. Weekly two-hour shifts can be scheduled at the following Homework Help Centers:

Beacon Hill Branch 2821 Beacon Avenue South

Hours: Monday - Thursday, 4 p.m. to 8 p.m.

Volunteer Liaison: Diane Cowles, Children's librarian

E-mail: Diane.Cowles@spl.org; telephone: 206-684-4711 (press 3)

Broadview Branch 12755 Greenwood Avenue North

Hours: Monday, Tuesday and Wednesday, 6 p.m. to 7:45 p.m.

Volunteer Liaison: Nina West, Teen Services librarian

E-mail: Nina.West@spl.org; telephone: 206-684-7519 (press 3)

Columbia Branch 4721 Rainier Avenue South

Hours: Monday - Thursday, 5 p.m. to 7:45 p.m.

Volunteer Liaison: Kate Sellers, Teen Services librarian

E-mail: Kate.Sellers@spl.org; telephone: 206-386-1908 (press 3)

Delridge Branch 5423 Delridge Way SW

Hours: Monday - Thursday, 4 p.m. to 7 p.m.

Volunteer Liaison: Cheresse Thoeny, Teen Services librarian

E-mail: Cheresse.Thoeny@spl.org; telephone: 206-733-9125 (press 3)

Douglass-Truth Branch 2300 East Yesler Way

Hours: Monday - Thursday, 4 p.m. to 8 p.m.; Sunday, 3 p.m. to 5 p.m.

Volunteer Liaison: Lesley James, Teen Services librarian

E-mail: Lesley.James@spl.org; telephone: 206-684-4704 (press 3)

International District-Chinatown Branch 713 Eighth Avenue South

Hours: Monday - Thursday, 4 p.m. to 7 p.m.

Volunteer Liaison: Treasure Samuel, Youth Services librarian

E-mail: Treasure.Samuel@spl.org; telephone: 206-386-1300 (press 3)

Lake City Branch 12501 – 28th Avenue NE
Hours: Monday - Thursday, 6 p.m. to 8 p.m.
Volunteer Liaison: Nancy Garrett, Teen Services librarian
E-mail: Nancy.Garrett@spl.org; telephone: 206-684-7518 (press 3)

NewHolly Branch 7058 - 32nd Avenue South
Hours: Monday - Wednesday, 5:45 p.m. to 7:45 p.m.
Volunteer Liaison: Daniel Tilton, Teen Services librarian
E-mail: Daniel.Tilton@spl.org; telephone: 206-386-1905 (press 3)

Northgate Branch 10548 Fifth Avenue NE
Hours: Tuesday - Thursday, 4:30 p.m. to 7 p.m.
Volunteer Liaison: Abby Bass, Teen Services librarian
E-mail: Abigail.Bass@spl.org; telephone: 206-386-1980 (press 3)

Rainier Beach Branch 9125 Rainier Avenue South
Hours: Monday, Wednesday and Thursday, 5 p.m. to 7 p.m.; Sunday, 2 p.m. to 4 p.m.
Volunteer Liaison: Mahina Oshie, Teen Services librarian
E-mail: Mahina.Baptiste@spl.org; telephone: 206-386-1906 (press 3)

South Park Branch 8604 Eighth Avenue South
Hours: Monday - Thursday, 4 p.m. to 8 p.m.
Volunteer Liaison: Ken Gollersrud, Teen Services librarian
E-mail: Ken.Gollersrud@spl.org; telephone: 206-615-1688 (press 3)

APPLICATION PROCESS & VOLUNTEER ORIENTATION:

Prospective volunteers are asked to contact the Volunteer Services Coordinator to request volunteer application materials. The Volunteer Services Coordinator will refer qualified applicants to the librarian at the Homework Help Center sites for interviews and selection. The Homework Helper volunteer orientation is scheduled in September and as needed during the school year.

BENEFITS TO THE VOLUNTEER:

- The opportunity to make a difference in the lives of students and derive satisfaction from supporting positive youth development. You will help to encourage and motivate students to become lifelong learners and patrons of public libraries.
- Increased awareness of the challenges faced by students that are recent immigrants and refugees.

FOR MORE INFORMATION:

Please contact Anne Vedella, Volunteer Services Coordinator, at anne.vedella@spl.org or 206-386-4614, to request application materials.