

## **We need Volunteers @ your library For Library Homework Program**

<b>Position:</b>	<b>Homework Club Tutor</b>
<b>Location:</b>	<b>Englehart Public Library</b>
<b>Hours:</b>	<b>Tuesdays and Thursdays from 4-5 pm</b>
<b>Program begins:</b>	<b>Jan. 5<sup>th</sup> until June 2006</b>

Homework Club tutors will help students in grades 5 to 12 who need extra support or who need assistance in improving study habits and research skills. Tutors help in boosting students self esteem and confidence.

### ***Responsibilities:***

- Be available for a minimum of two hours per week during one or more of the scheduled Homework Club sessions
- Help students understand their homework assignments
- Help students organize their work
- Keep written notes on each session regarding the work accomplished
- Work with other tutors and library staff to run the homework sessions
- Respect students and provide positive reinforcement

### ***Qualifications:***

- Able to relate well to young adults
- Able to act as a mature role model
- Good communication skills
- Good understanding of Math, English and/or other school subjects
- Able to work as a team player

### ***Orientation and Training:***

- Will be provided by senior volunteers and Library Staff

If you are interested in assisting students with their homework, please fill out the attached application and return it to the Public Library.

# Library Homework Program

## *Volunteer Application*

**IMPORTANT:** Your application will not be considered unless fully completed and accompanied by two references. ( form attached )

Today's date: \_\_\_\_\_

### ***Personal Information:***

First Name: \_\_\_\_\_

Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone #: (\_\_\_\_) \_\_\_\_\_

E-mail address: \_\_\_\_\_

Best days and times to phone you: \_\_\_\_\_

Languages spoken/written: \_\_\_\_\_

Do you have an Englehart Public Library Card?:    G Yes        G No

Have you volunteered for the Englehart Public Library before? G Yes G No

### ***Relevant Experience***

Education:

\_\_\_\_\_  
\_\_\_\_\_

Volunteer Experience:

\_\_\_\_\_  
\_\_\_\_\_

Skills and Interests

\_\_\_\_\_

***References for Library Volunteer Tutor***

Please provide a personal/family reference and a teacher reference, using the attached forms. You are also required to complete the section below. Please read before signing.

I, \_\_\_\_\_ (applicant) hereby authorize Englehart Public Library to solicit a reference from (names of references) \_\_\_\_\_ and \_\_\_\_\_ in connection with my application for this volunteer position, and to investigate any statements made in this application, and release Englehart Public Library and all others from liability in connection with such activities.

I hereby authorize the above named references to provide a reference in connection with my application for this volunteer position, and release them from any liability in regard to providing that reference.

I hereby certify that all of the information included in this application form is true and complete. I understand that an incomplete application will not be considered, and that providing false or misleading information may result in dismissal, regardless of the time of discovery.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for volunteering for the Englehart Public Library!**