Homework Help/One-on-One Volunteer Description

Supervisor: Clubhouse Director/Youth Program Director/Health and PE Director

Objective: Help members advance educationally by providing help with homework assignments

Responsibilities:
• Assist members with their school’s homework assignments
• Look over member’s homework assignments for errors
• Teach youth in elementary education in subjects of reading, writing, math, etc.
• Help members correct homework errors not by telling them the correct answers, but by helping guide him/her to the correct answer on his/her own
• Teach or listen to children read
• Assist with tracking members who complete homework to award Power Hour points
• Communicate in a way that youth understands and comprehends
• Establish open and honest communication with youth

Expectations:
• One-on-One tutoring: dedicate at least 45 minutes to meet with a member (staff will assign you with a specific youth at the Club)
• Support the teaching of youth on how to read, write, math, etc.
• Treat all members, volunteers, parents and staff with respect
• Define all expectations of one-on-one tutoring with members; define your role as homework “helper” and not just homework “corrector”
• Answer member’s questions using personal knowledge and problem-solving skills – ask supervisor for assistance when necessary
• Provide homework help and tutoring sessions with patience and respect
• Discuss concerns directly with supervisor and/or Clubhouse Director
• Take responsibility for your actions

Qualifications:
• Commitment to volunteer for at least 1 day a week for a full semester
• Knowledgeable of elementary education
• Comfortable teaching elementary education subjects to diverse youth population
• Ability to maintain order of members
• Friendly and open demeanor
• Ability to work as part of a team with other volunteers and staff members
• Patience and understanding of today’s youth
• Ability to serve as a role model
• Follow through on time commitments

Driving (Preferred, but not required)
• Must be 25 years and older
• Must have 3 or more years of driving experience
• Must be comfortable driving 15 passenger van with members ages 7-17

Training and Preparation:
Volunteer orientation, club tour, volunteer handbook, and one-on-one meeting with supervisor

Evaluation:
Volunteer self-survey and supervisor survey. Volunteer exit survey upon completion of assignment

Commitment:
1-10 hours per week