



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