

Homework Center Mentor Job Description

(Application attached)

General Info:

The BPL Homework Center is a free homework help program where high-achieving teen volunteers (ages 13-18, grades 8-12) help younger students in grades 1-6. This program is designed for students needing extra help completing their homework in the reading/language arts, math, science and social studies/humanities subject areas. The program provides teens with the opportunity to take positive leadership roles and make a significant contribution to the lives of the children in their community, while instilling a sense of confidence and comprehension in younger learners.

The Homework Center is open during the school year Monday-Wednesday, 3:30pm-5:30pm in the Lower Level Tech Lab (480 Primrose Rd., Burlingame, CA.). Students attend on a drop-in basis, and teen volunteer mentors work scheduled shifts of 2 hrs. 1-2 days/week, meeting with students on a first-come, first-served basis.

Expectations of teen volunteers:

- **Good grades:** Maintain a 3.5 GPA or above in school.
- **Timeliness and reliability:** Arrive on time and stay to the end of your shift. If you are going to be absent, you must contact the Librarian (Kim). Missing more than 1 shift without notice is grounds for dismissal. Multiple absences are also grounds for dismissal.
- **Patience and adaptability:** Be friendly, approachable, and flexible. Every shift will be a bit different and it's important that you can adjust to different children, situations, and duties.
- **Conduct:** As a role model in the library, you will be expected to behave appropriately, including following all library rules and policies.
- **Communication:** Check your email regularly for messages from the Librarian.
- **Training:** Attend the mandatory orientation training.

Roles and Responsibilities, in order of importance:

- **Homework Help:** To the best of your ability, you will help students in grades 1-6 to feel more confident in being able to work on, and complete, their school assignments. The Library's resources—books, databases, public computers, librarians—are all available to you to complete these duties.
- **Mentorship:** Children come to the Library for academic reasons, but also to have fun and hang out. It is within your duties to make their library experience a positive one. This may mean playing board games, reading aloud, drawing, assisting with craft projects, or just talking during breaks. Share your interests, and ask the Librarian if you need special supplies, access to a computer, etc.
- **Statistics Collection:** You will keep relevant quantitative and qualitative data on the activities you do when mentoring and tutoring students as part of the Homework Center program.

Benefits:

- Enhance your resume and gain references for college and future jobs. Recommendation letters may be provided by request to those whose performance recommends them.
- Be an essential part of your community, making the library a safe and fun place for children to spend time.
- Make a huge difference in a child's life by instilling the understanding and confidence to succeed in school on their own.

Homework Center Mentor Application

(Teens grades 8-12, Age 13-18)

The Homework Center is open at the Burlingame Public Library, Lower Level Tech Lab, **Monday-Wednesday, 3:30pm-5:30pm** during the school year. Schedules are arranged according to participant availability. Volunteers must commit to at least 4 months with at least 1 shift/week and 1 mandatory training session. *Inquiries and applications will be accepted from TEENS ONLY (no parents) in order to gauge level of interest. Thank you for your understanding.*

Instructions for completing your application:

- Complete the entire application (3 pages). You may attach more pages if needed.
- Include a copy of your most recent grade report showing a GPA of 3.5 or above.**
- Make sure you can attend the mandatory training.
- Teen applicant filled out and submitted application.

How to submit your application:

- In person, to the Children's Desk at the Burlingame Public Library, 480 Primrose Rd.
- By email, to day@plsinfo.org
- By mail to:

BPL Homework Center
% Burlingame Public Library
Attn: Kim Day
480 Primrose Rd.
Burlingame, CA 94010

Deadline to apply: August 25th, 2019

You will be notified of acceptance before the mandatory training.

Questions? Call or email Kim Day at day@plsinfo.org or 650-558-7496

Name _____

Age _____ Preferred Pronoun(s) _____

School _____ Grade _____

Home Address _____

*Email (Applicant's email only please): _____

*Most communication will be via email. I understand (initial): _____

Home Phone _____ (Applicant) Cell Phone _____

Would you be able to help a student in another language? Yes No

If yes, which language? _____

*BPL Homework Center schedules may consist of up to 2 days per week (total of 4 hrs maximum, depending on the initial agreement). You must be available to tutor at least 1 day/week (not to exceed two days/week) for 4 months. More than one missed session, with no notice, constitutes the end of participation in the program.

I understand (please initial here): _____

*Please **check the days (from 3:30-5:30pm) you CAN volunteer below.**

DO NOT mark days you are not available

Monday_____ Tuesday_____ Wednesday_____

Please write the subject(s) in which you are most interested in helping a younger student (e.g. reading, math, science, etc.):

Why do you want to be a BPL Homework Center mentor?

Please describe any experience (if any) you already have working with younger kids.

By signing this application, I acknowledge that:

- The Burlingame Public Library reserves the right to screen volunteer mentors and may not accept me into the program.
- I have an obligation to maintain confidentiality.
- I have read and understand the description of the BPL Homework Center program.
- I understand my volunteer work is a commitment. I will arrive on time and contact the Library in advance if unable to make a scheduled shift.
- I agree to participate in all aspects of the program (including the mandatory training, and the weekly sessions) with enthusiasm and to the best of my ability.
- I will adhere to the library's volunteer guidelines and model appropriate, respectful behavior in the library for the younger children.

Teen Volunteer signature

Date

Parent/Guardian signature

Date

Emergency Contact Information

EMERGENCY CONTACT #1

Parent or Guardian's Name

Home Phone Number

Cell Phone Number

Email Address

EMERGENCY CONTACT #2

Name & Relationship to volunteer

Home Phone Number

Cell Phone Number

Email Address

For Library Staff Use:

Date Received: _____

Shift Assigned: _____

Optional End Date: _____

Date Trained: _____