SAINT PAUL
PUBLIC LIBRARY

Saint Paul Public Library
Homework Center Tutor

Summary:

The library operates a Homework Center where students of all ages can drop in and work on homework independently or with the help of volunteer tutors. The volunteer will have the opportunity to interact with students of all ages (elementary through college) from diverse backgrounds. More than half of students served speak a language other than English at home. The volunteer will tutor individually with one or more students, building on their strengths to develop the skills and confidence to meet the challenges of school and life. Homework Center tutors are positive role models for students, helping them develop positive attitudes towards learning, studying, reading and an enjoyment of being in the library.

Duties:

- Review and discuss assignment with student to assess student's needs.
- Assist student with completing assignments, following best practices as explained in tutor trainings.
- Promote use of library resources, including books and online databases to complete assignments.
- Follow site-specific procedures as directed by Coordinator.

Qualifications:

- Tutors must be proficient in reading and writing as well as have a keen interest in helping students of all ages succeed.
- Tutors must be at least 16 years old.
- A background check (no fee) is required.
- Strong proficiency in basic English composition and grammar.
- *Preferred:* substantial knowledge of at least one academic subject, such as science, language arts, history or mathematics.

Commitment:

Tutors commit to 2-3 hours of tutoring per week during Homework Center operating hours. All hours occur within Mon-Thurs 4:00-7:00 PM

Training/Supervision:

Tutor training workshops are provided and strongly encouraged to attend.
Training provided by staff and community partners.
Works under direction of library staff.
Wendy Neurer, Library Volunteer Coordinator, is available to answer questions and discuss any concerns at 651.266.7420 or
wendy.neurer@ci.stpaul.mn.us