



Homework House Volunteer Tutor Job Description

OBJECTIVE

- To assist students enrolled in 1st through 6th grade with homework completion and improvement of reading and math skills. The volunteer will also act to enhance self-esteem and confidence in the student through encouragement and positive reinforcement.
- To build a positive and supportive relationship that will engage and motivate students to work towards improvement of ability and effort in all academic subjects, attitude about school and academic achievement.

LOCATION

We have two locations – 54 North Summer Street and 340 Chestnut Street, Holyoke MA 01040

RESPONSIBILITIES

- Undergo initial orientation ([online](#)).
- Attending tutoring sessions as scheduled. If an absence is anticipated, notify the Volunteer Coordinator or Site Supervisor.
- Sign in when you arrive at your assigned Homework House location.
- Assist students in reading, writing and math skills, in cooperation with HH staff.
- Guide students in problem solving and completion of assignments.
- Maintain student-focused, positive role-model behavior always. No cell phones, please.
- Take initiative and pursue opportunities to interact positively with students during non-academic time periods (i.e. snack and game time).
- Complete the Homework House Daily Progress Report after each session.
- Discuss learner and/or program concerns with Site Supervisor.

QUALIFICATIONS

- Patience and enthusiasm.
- Ability to effectively communicate sensitivity, respect and understanding of the needs of struggling students.
- Ability to establish and maintain a trusting and positive working relationship with students.
- Accepting attitude towards people from different cultures, backgrounds and ages.
- Commitment to bettering lives through education. (No previous teaching experience necessary.)

COMMITMENT

Attend training and orientation programs. Participate in 2-4 hours of tutoring per week. Attend follow-up workshops and tutor meetings as required. Agree to volunteer for at least 3 months or one semester.

TRAINING/SUPPORT

Orientation and localized trainings as necessary. Videos can be found on our [YouTube](#) channel.

BENEFITS

Receive relevant experience for careers in education, childcare, and literacy related fields. Gain satisfaction while helping someone else succeed. Contribute to your community. Achieve a broader cultural understanding and exchange. Develop fun and rewarding relationships. Participate in a successful program with other active, interesting volunteers. Fulfill course requirements including practicum, internships and service learning projects. Have fun!

VOLUNTEER COORDINATOR

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