

VOLUNTEER POSITION DESCRIPTION

Position Title	Homework Zone Volunteer
Purpose	Assist students, grades K-12 with homework.
Department	Children's Library
Position Location	Carlsbad City Library: Dove Library, Cole Library or The Learning Center (formerly Centro De Información)
Contact (to apply for Library volunteer position)	Amy Bennett, Volunteer Coordinator, Carlsbad City Library abenn@ci.carlsbad.ca.us 760-436-2877
Description of Duties	Assist students with test preparation, homework questions, and learn new study skills. Volunteers work with Children's desk to locate information for homework assignments.
Qualifications Needed	Experience with school aged children, preferably experience and basic knowledge of math, science and computers. Educational background or tutoring experience is very helpful. Patience and dedication to helping children. Volunteer applicants need to be at least 16 years of age. We request a teacher or school representative sponsor you if you are under 18. Excellent written and oral communication skills. Ability to follow guidelines and directions independently. A background check (Livescan fingerprinting) is required for this position.
Time Commitment	Times vary depending on location and day of the week. Dove: Mon and Thurs 4:00-6:00 pm / Tues and Wed 5:00-7:00 pm Cole: Mon-Thurs, 3-5 pm The Learning Center: Mon-Thurs, 3:30-5:30 1 full academic semester, 2 hours per week on a set day (except school vacations.) We request Homework Zone Volunteers to be on substitute list in case of other volunteer's illness or scheduling conflicts (Staff supervisor to maintain list and keep confidential).

Training & Support

Volunteer Supervisor (Once volunteer is assigned, this is the contact person for training, supervision and scheduling.)	Cole Library: Children's desk 434-2897 Dove Library: Ally Goodwin (760) 602-2050 agood@ci.carlsbad.us Bilingual Services at the Learning Center: Lizeth Simonson (760) 931-4509 lsimo@ci.carlsbad.ca.us
Training Provided	As needed
Equipment	Homework supply cart