Activity Title: Young Adult Science and Math Tutor

Department/Division Location: Mamie Doud Eisenhower Public Library

3 Community Park Road

Description: Volunteer will tutor students on Tuesdays from 5-7 pm. in half-hour increments for each student. Student-tutor ratio could be as many as three students to one tutor during each half-hour session. Tutoring topics will cover all middle and high school math and sciences.

All tutoring session occur at the library and laptops will be provided. Sessions focus on student homework assignments and tests. Students bring their textbooks and materials to each session and are responsible for knowing their assignment. Home visits are prohibited. Tutoring sessions do not meet during school vacations, breaks, summer, and holidays.

Tutor must be qualified and able to commit to a set schedule. Also, tutor should enjoy working with teens.

Time Commitment and Schedule: 5-7 pm on Tuesday evenings. Nine month school year commitment based on school calendar.

Tasks and Responsibilities: Work within specific program guidelines as stated above. Tutor middle and high school students in math and sciences. Notify coordinator of any changes in time or schedule. Record your own volunteer hours and provide feedback about each session in a Google Docs spreadsheet.

Training, Supervision, and Support: Library staff will be in weekly communication with tutors.

Requirements: Knowledge of middle and high school math and sciences, including standardized test preparation. Patience and ability to tutor teens. Volunteer application, Disclosure Form, and photo ID for background check are required as well as a resume showing qualifications to tutor in these subject areas. An interview will be conducted. The applicant must be at least 18 years of age and must pass the background check prior to assignment.

Contact Person:

Monday – Wednesday Erica Segraves 720-887-2362 <u>esegraves@broomfield.org</u> Wednesday – Friday Fran Jenner 720-887-2366 <u>fjenner@broomfield.org</u>