



Homework Club Coordinator



Position Overview:

Lead a team of dedicated volunteers at the Santa Teresa Branch Library to coordinate Winner's Circle, a cooperative homework club.

Responsibilities:

- Coordinate with the Scheduler to develop a weekly schedule of volunteers
- Work with Resource Manager and library staff to develop necessary registration forms, sign-in sheets and publicity materials
- Ensure that appropriate records on the program are kept
- Maintain administrative handbook
- Conduct outreach to local schools and parent groups to recruit volunteers and participants
- Screen and interview Scholastic Supervisors and Homework Coaches to run Winner's Circle
- Provide initial training and ongoing support for volunteers

Benefits:

- Make a difference in students' learning and success in school
- Network and interact with interesting, diverse staff and other volunteers
- Gain the appreciation of students, school teachers, the community and library staff for your contributions

Training/Support Available:

An orientation to the library will be given by library staff, covering library resources and online tutor assistance available to students. The library will provide ongoing support to develop and run the program.

Qualifications:

- Experience or interest working with youth and adults
- Strong leadership and teamwork skills
- Excellent oral communication skills
- Ages 18 years and older

Commitment:

- The Winner's Circle runs from September through May. The ideal candidate will commit to stay with the program for the duration of the school year.
- Winner's Circle will be open Wednesday afternoons, from 3:30 pm to 5:30 p.m. during the school year.
- Position requires fingerprinting for volunteers age 18 and older.

Contact:

- Please contact :
- Please forward completed application to: