



# Homework Helper

Volunteer Position Description

## *Position & Responsibilities*

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### **Role Summary**

Make a difference in the academic lives of children and youth at Tubman by helping them with school assignments. Volunteers assist youth in the shelter and transitional housing with homework, creating a unique plan for each child to support their individual academic needs and goals.

### **Impact & Benefits**

- Help foster a community that values learning and education
- Gain experience working with children and youth in an academic setting
- See growth and progress first-hand as you academically support children and youth

### **Position Responsibilities**

- Follow agency guidelines as you interact with clients, clarifying the child and family's concerns and needs, providing support and resources as appropriate
- Collaborate within your team to provide coordinated services to children and youth
- Provide one-on-one assistance to children with their homework and academic skills
- Create and facilitate academic activities for the children
- Model non-violent conflict resolution skills

## *Qualifications & Expectations*

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### **Position Qualifications**

- Post-secondary education
- Mature judgment, ability to maintain professional boundaries
- Strong emotional stability, ability to be patient and build rapport with children and youth
- Excellent communication skills
- Experience working with youth and ability to provide a safe, non-judgmental atmosphere
- Flexibility regarding attendance with children and teens that are in crisis

### **Time Commitment & Availability**

- Commit to one shift a week on Tuesdays or Thursdays from 4-5pm

### **Supervision & Training**

- Attend Tubman's five part Volunteer/Intern Orientation and Training series
- Supervision provided by a Youth and Family Services staff person

## *Organization*

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For 40 years, Tubman has been leading the way to hope for women, men, youth and families who have experienced relationship violence, sexual exploitation, addiction, mental health challenges or other trauma. We provide countless ways to help including safe shelter, legal services, mental and chemical health counseling, elder abuse resources, youth programs, community education and much more. [www.tubman.org](http://www.tubman.org)

We encourage applications from people of color, all genders, multilingual speakers, veterans and those who have disabilities.