

Poughkeepsie Public Library District

Adriance Memorial Library

Youth Services

(845) 485-3445 x3320

Youth Services Volunteer Guidelines

Homework Tutor Guidelines

Homework tutors are high school (13- 18 years old) or college students with limited availability. Tutoring in the Children's Room for grades 1-8 and available on a drop-in basis as tutors are available. Homework tutors can also act "Reading Buddies." *Tutors for teens (grades 9-12) can only be college students and take place in the Teen Room or Teen Study Room.*

- Tutors note availability in the calendar of the Children's Room Volunteer binder. Please call the Children's Desk if you are unable to make a scheduled visit: (845) 485-3445 x3368.
 - Make a copy of the tutor's application for their reference.
- Tutors check in at CR Desk. *Fieldwork / College Students check in at Teen Room Office.*
- Tutors wear a volunteer or tutor badge found in the Children's Room Volunteer Binder.
- Tutors to promote his/her services to children in the room (or teens if applicable).
- Tutors must stay in the Children's Room or Teen Study Room if available.
- Tutors should focus on the child and not use cell phones, mp3 players, or gaming devices.
- Tutors may read or study in their downtime.
- If the tutor's service is in demand, please have children sign up at the desk and limit assistance to 15 minutes. Child can sign up for more help if needed.
- If a child needs a "Reading Buddy" the following guidelines apply:
 - The Homework Tutor acts as a reading buddy to children in grades 1-5. Children do most of the reading and the Homework Tutor will help. The goal is to make reading fun and relaxing for child so that they will be lifelong readers!
 - Sit close to each other, but not touching.
 - Children should read aloud to the tutor & be given a chance to sound out words on his or her own.
 - Tutors should praise the student and offering encouragement, model good reading skills when reading aloud to the child, and discuss the story when they finish a book.
 - Tutors can ask the Children's Room staff for help selecting reading material.
- Tutors amend time sheet and note the number of children assisted when finished for the day
- Return the Volunteer badge to the Children's Room Volunteer binder.
- Tutors will call the Children's Room Desk if he/she is unable to volunteer as scheduled.

Teen Media Lab Guidelines

Teen Media Lab (TML) Volunteers are teens (13-18 years old) that elect to attend specific TML events and use the knowledge and training acquired and developed to produce media promoting the PPLD.

- Take a copy your TML Volunteer application for your reference.
- TML volunteers will be on time for the class. But if you will be late or won't be able to make it, please call the Children's Desk: **(845) 485-3445 (x 3320)**
- TML Volunteers check in at the Teen Reference Desk in the Teen Room to get your Teen Media Lab volunteer badge
- TML volunteers dress appropriately for a work environment and refrain from listening to MP3 players, texting or talking on cell phones, gaming, surfing the web or using social media.
- TML volunteers create media including artwork, music, and videos for the Teen Room and/or the Library; help other teens with the technology during TML; and help clean up the TML.
- TML volunteers return badge and amend time sheet in the volunteer notebook at the Teen Reference desk at the end of TML event.