

Poughkeepsie Public Library District  
Adriane Memorial Library  
Youth Services  
(845) 485-3445 x3320

## **Teen Homework Tutor Guidelines**

### **REQUIRED: Sexual Harassment Prevention Certificate**

All library volunteers, **including teens**, must be certified in the NYS Sexual Harassment Prevention Training. This is an on-line training that will take 15-30 minutes to complete. Teens must have this training **BEFORE** they are able to volunteer. To get started, please contact Angela Panzer x3309 or Children's Desk x3320.

**Teen Homework Tutors** are high school students, 13-18 years old. Tutoring is done in the Children's Room for grades 1-6 and is available to students on a drop-in basis as tutors are available. Homework tutors can also be a "Reading Buddy" if requested.

- Tutors write their availability on our Tutor Calendar at the Children's Desk.
- Please call the Children's Desk if you are unable to make a scheduled visit: (845) 485-3445, then press 6.
- Tutors check in at the Children's Desk
- Tutors wear a volunteer or tutor badge found in the Children's Room Volunteer Binder.
- Tutors are to promote his/her services to children in the room.
- Tutors must stay in the Children's Room.
- 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. A 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 the child so he/she will enjoy reading.
  - 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/her own.
  - Tutors should praise the student and offer encouragement. They should 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 check out when finished:

- Tutors amend time sheet with hours worked.
- 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.