

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.

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Teen Media Lab Volunteer Guidelines

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Teen Media Lab (TML) Volunteers are teens (13-18 years old) who are interested in learning Adobe Creative Suite (i.e.- Photoshop, film editing) and use the knowledge and training acquired to produce media promoting the PPLD. See Application for specific projects. Volunteers will attend 1-3 trainings to learn the software. Beginners are welcome as well as teens who have used Adobe Creative Suite.

- Take a copy of your TML Volunteer application and training dates for your reference.
- TML volunteers will sign in at the Teen Room Office, in the TEEN Volunteer binder and to get your Teen Media Lab volunteer badge
- TML volunteers will be on time for their training.
- Once the training is complete, TML Volunteers will set up time to work on their library project. Set this up with Angela Panzer: (845) 485-3445 x 3309.
- If you will be late or won't be able to make your session, please call the Children's Desk: (845) 485-3445 x 3320.
- 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, 3D signage and videos for the Teen Room and/or the Library.
- TML volunteers return badge and amend time sheet in the volunteer notebook at the Teen Reference desk at the end of their session.

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Teen Room Volunteer Guidelines

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Teen Room Volunteers (TRV) are teens (13-18 years old) who will help keep the teen and children's room organized and clean. Volunteers will shelf-read the books and other collections to confirm they are in order. They will clean tables and keyboards, help with book displays and assist with projects for programs.

- The Teen Room Volunteers will sign in at the Teen Room Office, in the TEEN Volunteer binder
- The Teen Volunteers will wear a teen volunteer badge found in the TEEN Volunteer Binder.
- Work assignments will be given by Teen Librarian or other Library staff.
- All Volunteers will not use cell phones, mp3 players, or gaming devices while volunteering.
- If you will be late or you will not be able to make your session, please call the Teen Office: (845) 485-3445 x 3309 or 3358. If you do not reach a live person, please call the Children's Desk at (845) 485-3445 x 3320
- Once tasks have been completed, volunteers need to return to Teen Office to sign out and to return teen volunteer badges back to the binder.
- Please inform Teen Librarian when you will be returning, or email/phone Angela Panzer with your upcoming schedule.