

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

### Teen Homework Helper Guidelines

#### **Required: Sexual Harassment Prevention Certificate**

**All library volunteers, including teens, must be certified in the NYS Sexual Harassment Prevention Training. This is an online training that will take approximately 45 minutes to complete. Teens must complete this training before they are able to volunteer.**

Teen Homework Helpers are high school students, 14-18 years old. Homework Help takes place in the Children's Room for grades K-6. Homework Help is available on a drop-in basis, as Teen Helpers are available. Homework Helpers may also use their time to be a "Reading Buddy."

#### Homework Helper Instructions:

- Fill out an application, return it to the Children's Desk, and you will be contacted to come in for an interview.
- Your schedule will be emailed to you.
- Please call us if you're unable to attend a scheduled visit.
- Sign in at the Children's Desk when you arrive and ask for the "Volunteer" badge.
- Please stay in the Children's Room for the duration of your service time.
- You should focus on the child asking for your help. No devices: phones, games, etc. while you're working.
- You may read or study in your downtime.
- Please sign out at the end of your scheduled session.
- Make sure to return the "Volunteer" badge.

#### Reading Buddy Tips:

- Ask a librarian if you need help choosing a book!
- Sit down so that you and your reading partner can both see the words and/or pictures.
- Let the child do most of the reading aloud. Give them a chance to sound out words before stepping in.
- We want to make reading relaxing and fun! Make sure you tell your Buddy that they are doing a good job and try to encourage them if they get frustrated.
- Model good reading skills when you read to them.
- Discuss what you read together!

At the end of each month, calculate the hours you've volunteered and sign your monthly timesheet. If you need to change your schedule, this is a great time to discuss it with the librarian.

\*This is a friendly reminder that you are here as a volunteer and you *cannot* accept tips or monetary compensation.

Thank you for your interest in helping the Library!