



# Boston Public Library

## Homework Help

### Tutor Job Description

BPL Homework Help tutors are high-achieving teens who fill a variety of roles in the library. Tutors are valued by librarians, children, parents, and the community for the difference they make in children's lives.

#### Expectations

- **Good grades:** Maintain a 3.0 GPA (grade point average) or above in school. Report cards may be requested at any point in your employment to confirm this expectation is being met.
- **Timeliness and reliability:** Arrive on time and stay to the end of your shift. If you are going to be absent, you must contact a librarian at your assigned branch. Missing more than 2 shifts per pay period is grounds for dismissal.
- **Patience and adaptability:** Be friendly, approachable and flexible. Every shift will be a little bit different and it is important that you can adjust to different children, situations, and duties, as outlined in this description.
- **Conduct:** As a role model in the library, you will be expected to behave appropriately, including following all library rules and policies.
- **Communication:** Check your email regularly for messages from the homework help manager and your branch's children's librarian. Always exchange contact information with the librarians at your assigned branch so they can reach you and you can reach them when necessary.
- **Training:** Attend orientation and 3 scheduled trainings run by Harvard University. You will be paid for these meetings.

#### Roles and Responsibilities

- **Homework help**  
To the best of your ability, you will help children in grades K-8 to understand concepts in all subjects and be able to display that understanding through their homework. The library's resources – books, databases, public computers, librarians – are all available to you to complete these duties.
- **Statistics Collection**  
May be asked to keep relevant statistics on the activities you do when tutoring students as part of the Homework Help program.

#### Benefits

- Earn \$11 per hour. Pay checks are mailed 5 times during the year.
- Attend paid trainings on relevant topics and skills. Trainings are led by the Harvard University's Teaching and Learning Partnerships team and may offer opportunities for leadership within the program.

- An end-of-year bowling party to celebrate your contributions during the school year.
- Enhance your résumé and gain references for college and future jobs. Recommendation letters may be provided by request to those whose performance recommends them.
- Be an essential part of your community, making the library a safe and fun place for children to spend time.