

Department:	Norfolk Public Library
Title:	Homework Tutoring Aide
Location:	Various branch locations
Hours:	During library hours
Description:	Assist library staff in helping children (5-16 yrs) with their homework
Essential Functions:	<p>Help children complete homework assignments, paying attention to individual subjects (math, history, science, et cetera).</p> <p>Clean-up area after each homework help session.</p> <p>Debrief staff after each session, reporting any questions or concerns.</p>
Education/Experience/Skills:	<p>Ability to work with people with diverse backgrounds, especially ethnically, culturally, and economically diverse.</p> <p>Willingness to follow agency and NPL policies and procedures.</p> <p>Must have knowledge of elementary, middle school and high school subject matter, teaching experience a plus.</p> <p>Must be organized and able to give instructions.</p> <p>Must be reliable and responsible.</p> <p>Must be flexible and able to adapt to changing situations.</p> <p>Perform assigned duties as required.</p>
Closing Date:	Ongoing
Contact Information:	<p>Amanda Lloyd, Volunteer and Training Coordinator</p> <p>amanda.lloyd@norfolk.gov</p> <p>757-664-7328 ext. 320</p>
Webpage Links:	<a href="http://www.npl.lib.va.us">www.npl.lib.va.us</a>