

Title: Homework Club Volunteer

Location: The Brooks, 3318 Idaho Ave NW

Immediate Supervisor: Homework Club Coordinator



Purpose of This Position: The Homework Club at The Brooks provides resident students with access to reference tools, technology, and volunteers who can help them with their homework. Volunteers assist students in grades K-12 with their homework and studies.

Responsibilities:

- Answer questions related to homework assignments.
- Review homework instructions with students and help them understand what is being asked of them.
- Proofread homework papers, looking for errors and ways for the students to easily improve their assignments. Point out information that is incorrect or missing.
- Teach students to use reference materials.
- Model and reinforce literacy skills and good basic study skills.
- Support the education and enrichment of the students by organizing and implementing supplementary materials for student use, assisting with crafts, providing computer support, and related tasks, as requested by the Homework Club Coordinator.
- Other duties as requested by the Homework Club Coordinator.

Position Requires:

- All volunteer applicants must complete the initial online screening located at: Volunteer Interview Form
- Valid Government-Issued ID: Color copy required.
- TB Screening: The TB skin test (Mantoux tuberculin skin test) results within the last 12 months.
- Provide proof of COVID vaccination.
- Clearance verification (performed by Friendship Place) with the National Sex Offender Registry (NSO).
- FBI Clearance.
- Drug Test.
- CFSA-CPR (Child Protection Register) check.
- DC-MPD 10-Year Criminal History Report.
- Sign a volunteer agreement packet.
- Advanced literacy skills.
- Knowledge of elementary and middle school-level math, science, social studies, etc.
- Ability to maintain confidentiality.
- Ability to respond appropriately to patrons while establishing a good rapport.
- Willingness to work with students on any subject.
- Ability to work with several students at a time.



- Adaptable to helping children using the methods by which they have been taught.
- Ability to build positive relationships with students, staff, and other volunteers.
- Ability to use a personal computer (Windows style software, mouse, keyboard). Familiarity with Microsoft Office products and Internet skills are helpful.

Special Requirements: Volunteers in this position should be excellent communicators, be comfortable working with youth ages 5-17, and demonstrate patience and a concern for students and their educational needs.

Time Involvement: The Homework Club is open on Wednesdays from 5:30 PM until 7:30 PM during the school year.

Training: Volunteers will receive a tour and volunteer orientation within The Brooks facility by a staff member. Additional details will also be provided at this in-person orientation.

Steps to Complete Background Checks:

DC-MPD Criminal History Report:

- Schedule an appointment using this link.
- Select "Criminal History Request - 10 yr Conviction History."
- Visit the DC-MPD Headquarters (441 4th Street, NW, Room 550 South).
- Complete forms, pay the \$7 fee, and submit the results.

CPR/First Aid Certification:

- If not already certified, assistance will be provided after onboarding.
- Alternatively, you can schedule a certification session through the Red Cross or a similar organization.

Drug/Alcohol Screening:

- Instructions will be provided after submission of your ID.

FBI Background Check:

- Detailed instructions are attached to the volunteer information packet.

Child Protection Register (CPR) Check:

- This virtual application ensures there is no record of child abuse or neglect within the District of Columbia.

Submission Requirements:

- Forward the following documents within 24 hours of expressing interest:
 - Valid Government-Issued ID (color copy).
 - Results of required screenings and background checks as they are completed.