



# Scholastic Supervisor



**Position Overview:**

Help local school children and foster their ability to succeed in school. Oversee study room activities to ensure a safe, welcoming environment for fun and learning.

**Responsibilities:**

- Monitor Tutor Time activities and help keep environment conducive to learning.
- Collaborate with staff to create enrichment activities for those who complete their homework
- Assist with administrative tasks as needed

**Benefits:**

- Satisfaction of making an important difference in students' learning and success in school
- Network and interact with interesting, diverse staff and other volunteers
- Help Homework Coaches and students using leadership skills
- Gain the appreciation of students, school teachers, the Edenvale community and library staff for your contributions

**Training/Support Available:**

An orientation to Tutor Time will be provided, covering library resources available to students. Enrichment training will occur as needed in monthly meetings with the Team Leader. Assistance from other Scholastic Supervisors, Homework Coaches and library staff during Club hours.

**Qualifications:**

- Prior experience tutoring is a plus, but not required
- Must have the requisite basic skills to support students in grades K-12. This can be strength in one subject area or general knowledge.
- Experience or interest working with students/youth
- Excellent oral communication skills
- Dependable
- Patient
- Flexible
- Second language ability a plus
- Ages 18 years and older

**Commitment:**

- Scholastic Supervisors need to commit to volunteering for at least 4 hours per month for 5 months
- Schedules are negotiable with the Club Scheduler. Tutor Time will be open Tuesday afternoons, from 3:30 pm to 5:30 p.m. during the school year. Position requires fingerprinting for volunteers age 18 and older

**Contact:**

Edenvale Branch Library 101 Branham Lane East San Jose, CA 95111