



202 Homestead Avenue
Holyoke, MA 01040
413.313.7000

Assigned Grade Level _____

(FAO use only)

www.hcc.edu

Financial Aid Office
1111 Broadway
Holyoke, MA 01040
413.313.7000

Federal Work Study Job Description Form

Job Title: Afterschool StudentVolunteer

Desired No. of Hires: 5

Department or Organization: Homework House, Holyoke INC

Address (Off campus only):

54 N Summer St Holyoke MA 01040 and 340 Chestnut St. Holyoke MA 01040

Supervisor: Dave Haslam

Designee:

Office: 54 N Summer St. Holyoke MA 01040

Office:

Phone: 413.313.8615

Phone:

Email: dhaslam@homeworkhouseholyoek.org

Email:

General Job Description: As a volunteer at Homework House, you will provide academic support and mentorship to students in a structured after-school program. Your primary role will be to assist students with their homework, engage in educational activities, and support their overall development in a positive and encouraging environment.

Detailed List of Duties:

- Homework Assistance: Help students with their homework assignments, ensuring they understand the material and complete their work effectively.
- Academic Support: Provide tutoring in specific subjects or areas where students need additional help, such as reading, math, or science.
- Encouragement and Mentoring: Foster a supportive and encouraging atmosphere that helps build students' confidence and enthusiasm for learning.
- Program Engagement: Participate in educational activities, group projects, and enrichment programs designed to enhance students' learning experiences.
- Behavior Management: Assist in managing classroom behavior and maintaining a respectful and productive learning environment.
- Communication: Maintain open and effective communication with program staff and provide feedback on students' progress or any concerns that arise.
- Administrative Support: Assist with administrative tasks as needed, such as recording attendance or preparing materials for activities.

Opportunities for Advancement: *Please list those duties an employee can expect to learn in terms of job growth, if rehired.*

Student Teachers: For those interested in further involvement, there is potential to advance to roles such as student teachers. In these roles, you would take on greater responsibilities, including running the classroom and working under the Director of Programs to implement and manage the curriculum.

Responsibility Involved: *Consider responsibility for direction of others, service to the public, equipment or materials used, and the amount of confidentiality required.*

- **Impact:** Opportunity to make a meaningful difference in students' academic and personal growth.
- **Experience:** Gain experience in educational support and mentorship.
- **Community:** Become a valued member of the Homework House community and work alongside other dedicated volunteers and staff.

Skills and/or previous experience desired:

- **Education:** No specific educational requirements, but a background in education or a related field is beneficial.
- **Skills:** Strong communication and interpersonal skills; ability to work with children and teenagers; patience and enthusiasm for helping others.
- **Experience:** Previous experience working with children or in educational settings is advantageous but not required.
- **Commitment:** Availability to volunteer during the program hours, typically Monday through Friday from 3 p.m. to 5:45 p.m., with potential early starts on Wednesdays.

Amount of supervision required:

Student employees are not permitted to work without any supervision.

Regular Occasional Minimal

Hours desired to cover (evening, weekend, etc.):

Monday - Friday 3pm-6p; Wednesday can start as early as 2:30p

How to Apply: Contact supervisor/designee listed above.

Completed and Submitted By:

Dave Haslem
Print Name of Supervisor

Volunteers Coordinator
Title

8/21/24
Date

Please return completed form to drosado@hcc.edu