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Federal Work Study Job Description Form

Job Title: Office Support & General Tutor

Desired No. of Hires: 1

Department or Organization: Homework House

Address (Off campus only): 54 North Summer Street and 340 Chestnut Street Holyoke, MA 01040

Supervisor: Michele Snizek

Designee: Margaret Downing

Site Supervisor: Joanne O'Toole

Office: Campus Center 102A

Office: Campus Center 102G

Volunteer Coordinator

Phone: 413-552-2268

Phone: 413-552-2557

Phone: 413-313-8615

Email: msnizek@hcc.edu

Email: mdowning@hcc.edu

Email: jotoole@homeworkhouseholyoke.org

General Job Description:

The work study student will explore opportunities for general office support. The work study student will also assist students enrolled in 1st through 7th grade with homework completion and improvement of reading and math skills. The work study student will act to enhance self-esteem and confidence in the student through encouragement and positive reinforcement. The work study student will also work to build a positive and supportive relationship that will engage and motivate students to work towards improvement of ability and effort in all academic subjects, attitude about school and academic achievement.

Detailed List of Duties:

General clerical, light reception work, computer/data entry and work with Homework House staff and students enrolled in the program. Participate in an initial orientation session. Participate in HELI (Holyoke Early Literacy Initiative) training. Utilize skills and methods learned through HELI training, in assisting students enrolled in Kindergarten through Elementary School on completing their homework. Maintain student-focused, positive role-model behavior at all times. No cell phones, please. Complete "Student Daily Report" after each session. Discuss learner and/or program concerns with Site Supervisor.

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

None specified.

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

Attend training and orientation programs. Attend follow-up workshops and tutor meetings as required. Agree to commit to this work study placement for at least one semester.

Skills and/or previous experience desired:

Familiarity with Microsoft Office Suite, Google apps, strong organizational skills & ability to work independently. Patience and enthusiasm. Ability to effectively communicate sensitivity, respect and understanding of the needs of underachieving students. Ability to establish and maintain a trusting and positive working relationship with students. Accepting of people from different cultures, backgrounds and ages. Commitment to bettering lives through education.

Amount of supervision required:

Regular Occasional Minimal

Student employees are not permitted to work without any supervision.

Hours desired to cover (evening, weekend, etc.): During School Year: Monday through Friday 3:00-6PM

How to Apply: Contact Margaret Downing, listed above.

Completed and Submitted By:

Joanne O'Toole
Print Name of Supervisor

Volunteer Coordinator
Title

8/7/2019
Date