



WORK STUDY JOB DESCRIPTION

<u>Position Title:</u>	MFC Homework Helper
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POSITION SUMMARY:

A Homework Helper is a position during “Homework Help” programming at the Multicultural Family Center. This program is a drop-in program for middle school (6–8th grade) and high school (9th–12th grade) students.

Our focus is:

1. Completion of homework
2. Teaching teens skills to be productive in their homework such as: how to study, stay on task, and use the resources that exist to become more independent learners.

As college students, this is a great way to help teens learn the skills that you are already putting to use for your own classes.

KEY AREAS OF RESPONSIBILITY:

- Provide one-on-one or small group assistance with homework
- Model effective study and time management habits
- Help students stay on task and organized
- Create a welcoming, supportive environment for teens

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong interpersonal and communication skills
- Ability to work with youth in a patient, supportive manner
- Dependability, consistency, and a positive attitude

MINIMUM QUALIFICATIONS:

- Must be a current college student eligible for Federal Work Study
- Availability 3:00–5:00 PM Monday–Thursday (willing to work with you on days available).
- Interest in working with middle and high school students
- No previous experience required- training will be provided

PHYSICAL DEMANDS/WORK ENVIRONMENT

- Active, youth-focused community center environment

To apply, contact career@dbq.edu to determine eligibility.