

## *See* Yourself Here.

*The Dayton Metro Library is recruiting a full-time **Homework Help Assistant** who will work in our various Homework Help Centers throughout the Library system. Our Homework Help Centers assist youth in grades kindergarten through high school with homework assignments and with using Library resources. The selected candidate will be expected to have their own transportation to travel among the centers. If you like to help kids of all ages and are very patient, this is the job for you! Apply today!*

*DML is committed to cultivating inclusive environments and a workforce that reflects the diversity of our community. As such, we encourage Black, Indigenous, and people of color (BIPOC) to apply, in addition to members from other marginalized groups.*

*Further, we recognize the importance of language diversity on our team as Dayton was the first city in the United States to earn the status of "Certified Welcoming" city. We encourage applications from individuals that are fluent or proficient in any non-English languages commonly used in Montgomery County including Spanish, Mandarin, French, Korean, Vietnamese, Hindi, Urdu, Russian, Tagalog, Kinyarwanda, Arabic, Turkish, Swahili, and American Sign Language (ASL).*

### **Essential Job Duties**

- Creates a welcoming environment that focuses on relationship building, school support, and academic achievement.
- Assists students in grades K-12 with homework, literacy, and project needs by actively listening and having an open-ended discussion. Reviews homework assignments and provides constructive feedback.
- Provides direct support for the Homework Help Centers in the absence of staff or volunteers.
- Assists with orientation of volunteers and Federal Work Study students.
- Assists with maintaining data as well as compiling monthly and annual reports. Communicates program highlights, statistics, and concerns to Homework Help Manager.
- Demonstrates awareness of Library programs, services, and resources and promotes them to Homework Help Center staff and students, as appropriate.
- Performs circulation responsibilities and related activities as needed.
- Acts as a liaison between the Homework Help Centers and Branch Library staff.
- Acts as a liaison for parents/guardians and schools as related to the Homework Help Centers.
- Attends community events, meetings, festivals, and other school activities to promote Homework Help Centers.
- Demonstrates awareness of state educational standards and advises on alignment of homework support with state and community educational goals.

### **Job Qualifications**



- Bachelor's degree from four-year college or university preferred; or one to two years related experience and/or training; or equivalent combination of education and experience.
- Valid Ohio driver's license, acceptable motor vehicle record, and continuous insurability required. Reliable transportation is required.
- Ability to read, analyze, and interpret documents such as policies and procedure manuals. Ability to write routine reports and correspondence.
- Ability to speak effectively and apply active listening skills. Ability to communicate effectively when working with patrons, staff, students and members of the community.
- Ability to effectively provide one-on-one instruction and present public training sessions.
- Ability to deal effectively with confrontational individuals and/or challenging situations.
- Ability to determine a student's information needs. Ability to actively listen and understand directions to assist students.
- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as, addition, subtraction, multiplication, and division.
- Ability to develop programs and services to meet students' needs.
- Ability to frequently use computer equipment and standard office equipment. Ability to drive vehicle.

**Compensation and Benefits:** Starting hourly rate for this position is \$19.69. Benefits include health, dental and vision insurance along with paid time off and OPERS retirement.

**Application Process:** Please submit a cover letter and resume to Jennifer Kadel at [careers@daytonmetrolibrary.org](mailto:careers@daytonmetrolibrary.org). These positions are open until filled.

*The Dayton Metro Library is committed to creating a diverse environment and is proud to be an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.*