



# Boston Public Library

## Homework Help

### Mentor Job Application

#### Instructions for completing your application:

1. Complete application (4 pages)
2. Submit a copy of your most recent report card (You must have at least a 3.0 GPA)
3. Attend an interview session

#### How to submit your application:

- By email to [Iraciukaitis@bpl.org](mailto:Iraciukaitis@bpl.org)
- By mail to Central Library in Copley Square  
Attn: Lina Raciukaitis  
Youth Services, Boston Public Library  
700 Boylston Street  
Boston, MA 02116

#### Questions?

Email Lina Raciukaitis at [Iraciukaitis@bpl.org](mailto:Iraciukaitis@bpl.org), or ask your local children's librarian.

*Please type or print clearly.*

Date: \_\_\_\_\_

First name: \_\_\_\_\_ Last name: \_\_\_\_\_

Address: \_\_\_\_\_ Apt # \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home ph#: \_\_\_\_\_

Cell ph#: \_\_\_\_\_ Email address: \_\_\_\_\_

School: \_\_\_\_\_ Grade in Fall 2020: 10 11 12

What time does your school day end? \_\_\_\_\_

**Please note:** you must be able to get to the library by 3:30 p.m. to be hired

Guidance counselor/ PIC / teacher contact at your school: \_\_\_\_\_

Languages spoken: \_\_\_\_\_

How did you hear about the Homework Help program at the BPL?

At school  At the Library  Online  A friend who is a mentor  Other: \_\_\_\_\_

Are you available to work at least two days per week for the entire school year, September through May? Yes / No

Do you participate in sports? Yes / No                      During which months? \_\_\_\_\_

Homework Help is offered in most branches Monday-Thursday 3:30-5:30pm. Please rank your preference of work days, starting with 1= first choice, 2=second choice, etc. Please leave days you cannot work blank.

\_\_\_\_Monday    \_\_\_\_Tuesday    \_\_\_\_Wednesday    \_\_\_\_Thursday

Are you a returning homework mentor? Yes / No                      How many years? \_\_\_\_\_

What library/libraries? \_\_\_\_\_

Please circle each neighborhood(s) in which you are interested in working:

Allston/Brighton	Dorchester	East Boston	Jamaica Plain
Hyde Park	Mattapan	Roxbury	West Roxbury

Are there any specific library branches at which you would like to work? Yes / No

Branch name: \_\_\_\_\_

If the program starts virtually in the fall due to social distancing regulations, do you have a strong internet connection and computer that will allow you to work Homework Help on Zoom? Yes / No

Will you need an internet hotspot for a stronger internet connection? Yes / No

**Reference:**

Please provide us with the name of a teacher or supervisor whom you have known for at least six months.

Name	Relationship to you	Phone	Place of Work
_____	_____	_____	_____

Please read closely the job description at the end of the application. Please submit a copy of your most recent report card with this application.

*I have read and understood the Homework Mentor job description and agree to perform the listed duties if hired. The information on this application is complete and correct to the best of my knowledge.*

Signature \_\_\_\_\_

Name (printed): \_\_\_\_\_

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**Please complete the following four questions:**

**1. Why do you want to be a homework mentor at the Boston Public Library?**

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**2. What specific skills qualify you for this position? Please include past experience working with children.**

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**3. Please describe a game or activity related to a school project that you would do with kids at the library and explain how it would help a student grow academically or personally. *This could be for any age, but keep in mind that you will be working with students from grades K-8.***

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**4. Please describe a strategy you might use for helping a distracted or frustrated student focus on their work.**

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## Boston Public Library

### Homework Help

### Mentor Job Description

BPL Homework Help mentors are high-achieving teens who fill a variety of roles in the library. Mentors are valued by librarians, children, parents, and the community for the difference they make in children's lives.

#### Expectations

- **Good grades:** Maintain a 3.0 GPA (grade point average) or above in school. Report cards may be requested at any point in your employment to confirm this expectation is being met.
- **Timeliness and reliability:** Arrive on time and stay to the end of your shift. If you are going to be absent, you must contact a librarian at your assigned branch. Missing more than 2 shifts per pay period is grounds for dismissal.
- **Patience and adaptability:** Be friendly, approachable and flexible. Every shift will be a little bit different and it is important that you can adjust to different children, situations, and duties, as outlined in this description.
- **Conduct:** As a role model in the library, you will be expected to behave appropriately, including following all library rules and policies.
- **Communication:** Check your email regularly for messages from the homework help manager and your branch's children's librarian. Always exchange contact information with the librarians at your assigned branch so they can reach you and you can reach them when necessary.
- **Training:** Attend orientation and 3 scheduled trainings run by Harvard University. You will be paid for these meetings.

#### Roles and Responsibilities, in order of importance

- **Homework help**

To the best of your ability, you will help children in grades K-8 to understand concepts in all subjects and be able to display that understanding through their homework. The library's resources – books, databases, public computers, librarians – are all available to you to complete these duties.
- **Mentorship**

Children come to the library for academic reasons but also to have fun and hang out. It is within your duties to make their library experience a positive one. This could mean playing board games, reading aloud, drawing, assisting with craft projects, or just talking. Share your unique interests and ask the librarian if you need special supplies, access to a computer, etc.
- **Statistics Collection**

You will keep relevant statistics on the activities you do when mentoring and tutoring students as part of the Homework Help program.

- **Library program assistance**

You may be called upon to attend or assist with afterschool library programs if you are not busy with the above duties. These programs can be an important point of mentorship, encouraging children to get involved in library activities. Programs will be run mainly by librarians or professionals hired to deliver these programs; you will only be assisting and only during the time you are being paid to work. You are not required to stay past your scheduled work time to complete these duties. You will not be paid extra if you exceed your work time.

- **Other duties as assigned by the librarian**

The children's librarian at your branch may request your help with any number of tasks to support the environment and programs at the library. These duties cannot require you to exceed your scheduled shift and must be in the children's and/or teen room.

### **Benefits**

- Earn \$12.75 per hour. Paychecks are mailed 5 times during the year.
- Attend paid trainings on relevant topics and skills. Trainings are led by the Harvard University's Teaching and Learning Partnerships team and may offer opportunities for leadership within the program.
- Enjoy an end-of-year party to celebrate your contributions during the school year.
- Enhance your résumé and gain references for college and future jobs. Recommendation letters may be provided by request to those whose performance recommends them.
- Be an essential part of your community, making the library a safe and fun place for children to spend time.

### **Online Homework Help**

In the case that programming stays online in the fall, Homework Help will be hosted on Zoom. Online Homework Help will be held Monday – Thursday from 3:30 – 5:30 p.m. and each session will be run by one library staff person and two mentors. These sessions are drop-in, open to all K-8 students.

Zoom meetings can be accessed by computer, tablet, or smartphone.

- On a desktop or laptop, you will need a strong internet connection, microphone, and web camera, and can join Zoom through an internet browser or through the Zoom application.
- On a tablet or smartphone, you will need to download the "ZOOM Cloud Meetings" application and be able to connect with a microphone and camera.

The library may be able to provide internet hotspots to mentors who need a stronger internet connection to participate in Zoom meetings.