

Tutoring Application

South Brunswick Public Library

110 Kingston Lane, Monmouth Junction, NJ 08852

Name: _____

Address: _____

Phone: _____ Grade: _____

Email address: _____

Have you ever participated in the tutoring program before? Yes/No

Tutoring will be conducted Monday through Thursday from 4-8 PM.

Please list your top 3 choices of days and hours:

_____ Day/Hour _____ Day/Hour

Day/Hour

Day/Hour

_____ Day/Hour

Day/Hour

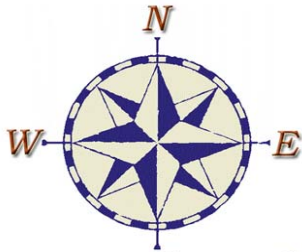
Do you wish to be considered for a supervisory position? Yes/No

Please place an asterisk (*) next to the shift(s) you'd be able to supervise from those listed above.

Important notice about supervising

Supervisors are responsible for overseeing tutors on their shift in addition to tutoring children. Supervisors generally work two-hour shifts and fill out a report for Saleena each week, although it is possible to supervise for one hour only if there are other viable candidates who can work the other hour. Supervisors are expected to fill out a report every shift, to set an example for those under their supervision and to control the behavior of the tutors under their authority. Any supervisor not fulfilling their duties may be removed from the position. **Supervisors must be in grades 9-12.**

South Brunswick Employees: Please give this application to Saleena Davidson



Teen Tutoring Guidelines and Expectations

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Expectations:

- To be able to tutor general subjects as needed by elementary students.
- To show up on time on the day and time out said you were available.
- To have a good attitude and lots of patience for those you are tutoring.
- To sign in and out in order to receive credit for volunteer hours worked.
- To exhibit proper behavior as an example to those around you.
- To call or email in the event of an emergency or a conflict with your scheduled tutoring hour as soon as possible.

Guidelines:

Tutoring will be on a set schedule, you need to volunteer for a minimum of one hour per week.

If you neglect to show up for your shift, and you don't call, you will be dropped from the program. It works on a three strikes and you're out basis. To ensure that your call isn't lost, call only the extension listed above and if you don't speak to me (Saleena) then make sure you leave a message on that extension only.

Please note that you may not get your first choice of times for tutoring. If you only have one option list only that one, but please don't offer days or times that you cannot do. If I cannot fit you into the schedule at the beginning of the season, I will contact you when an opening occurs that matches your schedule. Please contact me if your schedule changes as far in advance as possible.

Please keep this paper for your records.

**Saleena Davidson (YA Librarian & Teen Volunteer
Coordinator) Contact Information:**

Phone: 732-329-4000 ext. 7634

Email: southbrunswickteentalk@yahoo.com