

# LCHA – Learning Center’s Homework Assistance Program Application

2010-2011

*Please Print Clearly*

First: \_\_\_\_\_ Last: \_\_\_\_\_ Date: \_\_\_\_\_

Number and Street: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_ Home #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Email Address: \_\_\_\_\_

High School: \_\_\_\_\_ Grade (Circle one): 9 10 11 12

College: \_\_\_\_\_ Year \_\_\_\_\_

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

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

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

How did you hear about LCHA?

- Counselor
- A friend who is a mentor
- Other Person/Program: \_\_\_\_\_

**How many days PER WEEK would you like to work? (Check one)**

1 (2 hours)  2 (4 hrs)  3 (6 hrs)

**Rank your preference for work days, starting with 1**

(1=best, 2=second best, etc) (Please leave days you cannot work blank)

*Mon – Thurs 3:30-5:30PM*

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

Name: \_\_\_\_\_

**Reference:**

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

Name	Phone or Email	Relationship to you
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\_\_\_\_\_

**Job Description:**

Please read the job description at the end of this Application, then sign below.  
I have read and understood the LCHA Mentor Job Description.

(Sign Your Name) \_\_\_\_\_

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**Please Choose one:**

- My most recent report card is attached
- I will mail my report card to the address below or fax it to 423-478-1153.

**Completing your Application:**

- Submit this application (see below for instructions)
- Submit a copy of your most recent report card
- Email [learningcentercleveland@gmail.com](mailto:learningcentercleveland@gmail.com) to schedule an interview.

**Questions:**

Call or email Tammy Jensen at [learningcentercleveland@gmail.com](mailto:learningcentercleveland@gmail.com), or at (423) 478-1117.

**Turn application in to The Learning Center for Adults and Families, Inc.,**  
or email to [learningcentercleveland@gmail.com](mailto:learningcentercleveland@gmail.com),  
**or mail to:**  
Learning Center for Adults and Families  
258 Broad Street  
Cleveland, TN 37311

Name: \_\_\_\_\_

**Writing Sample**

1) From the list below, please pick one mentoring skill that you have experience with. Write one paragraph that tells the story of how you gained this skill, and how you will use it as a mentor.

- Adaptability
- Clear communication
- Patience
- Bilingual (fluent in English as well)
- Perceiving / understanding children's emotions
- Use of visuals or examples to teach
- Comfort tutoring elementary-aged children
- Comfort tutoring middle school-aged children
- The ability to explain 7th grade level Science, Math, and ELA

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(Writing Sample Continued)

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2) LCHA Mentors have to come up with exciting ways to engage with kids each day. What activities will you do with the kids?

Please explain in one paragraph.

*Ex: Games (be specific), conversation topics, activities, projects, or anything else you would like to try*

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## Homework Assistance Program Application

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### LCHA Mentor Job Description

**Learning Center Homework Assistance Program (LCHA) Mentors are professional Teen and college age after school teachers who mentor younger students from 1st-8th grade at the learning center.**

### LCHA Mentors value...

- Timeliness and Reliability
- Teaching and talking to kids
- Patience and adaptability
- Clear communication with supervisors (checking email regularly)

### Roles and Responsibilities

- Maintain a **B or above average in school**
  
- Mentors commit to work between one and three days (2-6 hours) per week after school from 3:30-5:30PM, for the entire school year (September to May).
  
- Attend six to eight required Mentor Meetings throughout the year on Wednesdays or Fridays that support them in their work.
  
- Assist students with their homework, but that is not all they do. Mentors also play games, read with children, do projects, and actively find ways to connect with the kids at all times.
  
- Create a fun environment, and take initiative to find the best ways to serve the children in their community.
  
- Work with the Learning Center staff to create a positive, proactive, and safe atmosphere for younger children. This includes arriving on time, acting professional and proactively advertising LCHA to new kids.

### Benefits

- Gain confidence and self-esteem
  
- Enhance your portfolio and résumé for college and future jobs
  
- Some schools and organizations accept LCHA Mentoring as Community Service Hours. Mentors work 60-180 hours throughout the year.