

## Online Application Walkthrough

Study Zone Applicants go to: <http://bit.ly/StudyZoneApplication>

The Study Zone Application link will bring you to the sign up page for new Study Zone volunteers.

- 1) You will be asked: **Do you have an existing MyVolunteerPage.com username and password?** Please select 'No' in order to create a new volunteer profile.
- 2) The next page will ask for you to **create a username and enter your email address**. We use the email entered here to send out volunteer updates, such as holiday reminders and emergency closure notices. Your email address will not be released or used for any purpose not directly related to the volunteer activity you sign up for. **Please enter the email address at which you can best be reached.**

The email address you entered is currently registered with an account in our system. If you think that this account belongs to you but have forgotten your username and password, you can have your login information reset and emailed to you by visiting [this page](#).

If you receive this message, you either share your email address with another person who is also volunteering for KCLS or you are already in our system (for example, if you applied to another KCLS program or volunteered for us in the past). If you share your email address with another KCLS volunteer (such as your spouse or parent/child) you can select "Next." It is okay to share an email address with another volunteer. If no other person uses access to your email address click the link to "this page" and follow the steps there to have your user name and password sent to you (contact the program coordinator to have your record updated).

**Click SAVE to continue.**

- 5) On the next page you will **enter your contact information**. Please complete this page as fully as possible. Don't forget to read and check the box for the **volunteer policies**. You can click on the Volunteer Policies link to view a pop up box containing the KCLS volunteer policies.

**Click SAVE to continue.**

- 6) On the next page you will **enter Additional Information** to complete a more detailed volunteer profile. After completing this page, **Click SAVE to continue.**

### About You

Required Fields:

Have you volunteered for KCLS in the past?

How did you hear about this opportunity?

Does your employer offer a matching donation program?

### Emergency Contact

An emergency contact is required for all volunteers, in the event that staff needs to contact someone should you be injured or become ill while volunteering at the library.

### Age Range

Your age range is required to verify qualification for some volunteer activities and in the case of minors to determine the level of supervision required.

**Awards Programs**

Indicate if you are interested in participating in the President's Volunteer Service Award. Requirements for this award are explained at [www.presidentialserviceawards.gov](http://www.presidentialserviceawards.gov).

**Library Assignment 1 & Library Assignment 2**

You will not be able to enter any information in this section. After your application has been processed and you have attended a new tutor orientation, your tutoring assignment (library and schedule) will appear here.

**Community Service Hours – School**

Please indicate if you intend to use your volunteer experience to fulfill a school requirement for community service hours. If yes, complete this section in full.

**Community Service Hours - Court-Ordered or Diversion Program**

Please indicate if you intend to use your volunteer experience to fulfill court-ordered or diversion program community service hours. If yes, complete this section in full.

**Tutoring Positions – Interests**

Please indicate your interest in the types of Study Zone tutoring available: Library Tutor, Substitute Tutor, Online Tutor or Youth Service Center Tutor.

If you are interested in being a Library Tutor please indicate the libraries where you are interested in tutoring. A list and map of KCLS libraries is available at [www.kcls.org/locations](http://www.kcls.org/locations).

Library Tutors work with students in person at a KCLS library. The minimum commitment is one 2-hour session each week, with each session always at the same day, time and location. You may volunteer for more than one session and/or library if you wish.

Substitute Tutors fill in for regular tutors as needed. They can act as a substitute for only one library or can cover a group of libraries in their area. As a substitute tutor you do not have a regularly scheduled assignment, but have the option of accepting or declining substitute opportunities as your schedule allows. Please indicate the area where you would be interested in tutoring.

1. North King County (Richmond Beach, Bothell, Duvall, Kenmore, Shoreline, Skykomish, Woodinville)
2. East-side King County (Bellevue, Issaquah, Kingsgate, Kirkland, Lake Hills, Newport Way, Mercer Island, Redmond, Sammamish, )
3. Snoqualmie Valley (Carnation, Fall City, Snoqualmie, North Bend)
4. West King County ( Boulevard Park, Burien, Fairwood, Foster, Renton, Renton Highlands, Skyway, Valley View, White Center)
5. South King County (Algona-Pacific, Auburn, Black-Diamond, Covington, Des Moines, Federal Way, 320th, Kent, Maple Valley, Muckleshoot, Woodmont)

Online Tutors work with students in a virtual classroom via the Internet. Volunteers must be at least 21 years old to apply for this position and must be comfortable working with computers and an online classroom environment. This is a virtual opportunity and the volunteer commitment can be completed online from any location, such as your home or work computer.

The Youth Service Center is a KCLS library service at the youth detention center in Seattle. Tutors focus is on math and reading skills. Volunteers interested in tutoring at this location must be at least 21 years old and are required to attend a 3-hour detention facility orientation.

**Experience**

Briefly describe your experience working with youth and any tutoring and/or volunteer experience you have.

Two references are required for all Study Zone applicants. If you are a high school student and additional Academic Reference is required, as well. Please be sure to complete the Tutoring Subjects and Languages sections at the bottom of the page. Save your information.

**Reference 1 & Reference 2**

Two references are required to be a Study Zone tutor. Volunteer or tutoring references are preferred, but professional, academic or community references are acceptable, as well. However, family members cannot be used as references.

**Academic Reference**

High school applicants must provide a third academic reference. This should be a school counselor or teacher who can verify your academic skills and ability to tutor your peers.

**Tutor Subjects: General & Tutor Subjects: Advanced (High School Level)**

Please indicate with a 'Yes' all of the subject categories you feel confident tutoring at the high school level or above. All Study Zone tutors are expected to cover all topics for elementary school students. Middle and High School students, however, will find which tutors will be able to help them based on the information in this section.

**Tutor Subjects: Language #1-#3**

Please indicate all languages you have experience in other than English. For each language, please indicate your level of fluency and if you are able to assist ELL students (English-Language Learners) who speak that language.

Fluency Levels:

Some experience (can help with basic practice/drills)

Intermediate (Read/Write) (can tutor reading/writing only)

Intermediate (Conversational) (can tutor conversational skills only)

Fluent (can tutor both reading/writing and conversation)

Native Fluency (can tutor as an advanced subject)

Tutor Subjects: Other Languages

Provides space to list any languages not available in the drop-down lists above.

**Click SAVE to continue.**

- 7) **Your online Study Zone Application is now complete.** After saving your Profile details you will be redirected to the 'My Activities: activity signup' tab. You will not see any activity listings here until after your application has been processed and your new tutor orientation has been completed.