

volunteer Position Description



everyone's family

Volunteer Position Title:	Learning Club Tutor
Team / Program:	Learning Club, Broadmeadows
Time Commitment:	This role requires a commitment of 2 hours per week (2.45 – 4.45pm) for a total of 17 weeks across Semester 1 and Semester 2. Commencing late April and finishing late October (break in volunteering from late May to late July for exams and holiday period).
Location(s):	Hume Central Secondary College, you will be located at one of two campuses: Blair Street Campus, 62-70 Blair St, Broadmeadows, VIC 3047 (Tuesdays); Or Dimboola Road Campus, 49 Dimboola Road, Broadmeadows, VIC 3047 (Thursdays)
Manager's Name & Position Title:	Caitlin Whyte , Learning for Life Programs Coordinator Broadmeadows Caitlin.Whyte@thesmithfamily.com.au 0478 315 440
Screening / Training Requirements:	As part of The Smith Family's policy we require screening checks and training for all our volunteer roles. This can include but is not limited to National Criminal History Checks and Working with Children Checks. Applicants are informed of all legal and training requirements for the volunteer role during or prior to an interview. Volunteer tutors are required to complete a 2 hour online training session. There will also be a 1 hour school campus induction for all volunteer tutors.

Description of the volunteer role:

Learning Club Tutors provide appropriate assistance in literacy, numeracy, science and other homework of Year 7 – 9 students who attend the Learning Club, through utilising training and resources provided by The Smith Family. The role requires a total of 17 weeks commitment, 2 hours per week.

Key Responsibilities:

- Assist in setting up Learning Club each week
- Assist students in developing skills and knowledge in particular subject areas through school based tasks
- Assist with goal setting in collaboration with students and The Smith Family staff members; and assist in recording progress of student development
- Assist students with resources provided to support improvement in literacy/numeracy/other homework

Competencies, Skills, Experience, and Education: *(What background, knowledge, experience or competencies are required to perform the role at the expected level?)*

	Essential	Desirable
Competencies / Skills	<ul style="list-style-type: none"> • Good written and verbal communication skills • Friendly and positive attitude • Sound knowledge of primary subject areas • Able to communicate well with young people • Ability to work independently as well as part of a team 	<ul style="list-style-type: none"> • Understanding of factors affecting students from financially disadvantaged families • Experience in working in the education sector or currently studying in the field of education.
Experience / Education		<ul style="list-style-type: none"> • Previous experience in working with children / young people

Key Relationships (<i>Who does the role interact with?</i>)	
Internal	The Learning Club Tutor will maintain effective and positive relationships with student participants and other The Smith Family staff.
External	The Learning Club Tutor will maintain effective and positive relationships with school staff members, parents, and other volunteers.

The Smith Family's Vision, Belief, Mission and Core Values (<i>Supported by our staff and volunteers</i>)	
Our vision	A better future for young Australians in need.
Our belief	Every child deserves a chance.
Our mission	To create opportunities for young Australians in need by providing long-term support for their participation in education.
Our core values	<ul style="list-style-type: none"> • Respect and Care • Inclusiveness and Diversity • Collaboration and Teamwork • Innovation and Creativity • Excellence and Professionalism

The Smith Family's Volunteer Vision	
Our vision	To ensure each and every The Smith Family volunteer is engaged, supported, valued and connected whilst working with The Smith Family.
Our belief – every volunteer should be	<ul style="list-style-type: none"> • Engaged in their role and the context their contribution makes in terms of the broad scope of The Smith Family activities. • Supported in the work they do with best in sector training, management, performance monitoring and skill development. • Valued by all The Smith Family staff and stakeholders with regular attention to reward and recognition that distinguishes The Smith Family as a volunteer organisation of choice. • Connected to the outcomes of The Smith Family, fellow volunteers and the broader community through their involvement in voluntary roles with The Smith Family.

COVID-19 and our Volunteers
<p>As a Smith Family volunteer, your health and wellbeing is <i>always</i> important to us, and our commitment to providing safe environments for all our team members is now more important than ever before. We want to work with you to ensure that together, we minimise the risks associated with the COVID-19 virus, and that you feel safe and comfortable when you volunteer with us.</p> <p>Just as The Smith Family has a responsibility for the health and safety of its volunteers, our volunteers have an important role to play in protecting their own health, and the health of those around them. If you are successful in becoming a volunteer tutor you will be required to sign a COVID-19 Volunteer Agreement (Nb. this agreement is attached for your information only, you are not required to complete this until you have been successfully recruited to the role).</p> <p>The Learning Clubs will run as per the latest government guidelines, which may include but it is not limited to: 1.5 m physical distancing, appropriate hygiene protocols and a shift to online program delivery if required.</p>