

Volunteer Position Description

Position title	Homework/Learning Centre Tutor
Position purpose	To assist recently-arrived refugee & migrant school students (Mosaic clients) to overcome educational disadvantage, by supporting their development of English skills and other academic and social skills.
Location	School venue (eg. library, EALD room, study centre)
Time	Immediately after school time, approx. 1½ hours per week, on a specific day of the week. Refer to current program information for schools and times.
Commitment	Regular weekly commitment for a minimum period of two School Terms, ideally: <ul style="list-style-type: none"> • Terms 1 & 2 (ie. similar to university Semester 1), or • Terms 3 & 4 (ie. similar to university Semester 2). Note: Should not have extended outage (4+ weeks), eg. uni placement or exams, holiday, medical treatment, etc. during the volunteering period.
Reporting to	Homework/Learning Centre Co-ordinator
Duties/responsibilities	<ul style="list-style-type: none"> • Attend Centre weekly. Notify Co-ordinator in advance of intended absences. (Co-ordinator marks weekly Attendance Role.) • Follow all directions of the Co-ordinator. • Follow relevant Mosaic policies and procedures. • Co-operate with all students and volunteers in Centre. • Primary Schools: Collaborate with other volunteers in small groups to assist students with fun learning activities: reading, literacy, numeracy, speaking & listening, problem-solving, physical co-ordination, etc. • Secondary Schools: Assist students one-to-one or small group with tutoring: reading, literacy, numeracy, homework, assessments, research skills, etc.
Skills, experience, personal qualities	<ul style="list-style-type: none"> • High proficiency in verbal and written English. • Excellent verbal communication, interpersonal skills and ability to build positive relationships with the students. • Experience or qualifications in teaching/tutoring English or children's programs is an advantage.

	<ul style="list-style-type: none"> • Secondary: Internet research skills, familiarity with curriculum/assessment task processes, skills in specific subjects other than English, eg. Mathematics, Science. • Understanding of culturally and linguistically diverse communities. • Patience, persistence, ability to encourage, sense of humour/fun, punctuality, reliability, flexibility.
Background checks / clearances	<ul style="list-style-type: none"> • Federal Police Check (form to be completed at Mosaic registration) • Working with Children Check (WWC Number to be provided to Mosaic for verification)
Other...	n/a