

## Volunteer Position Description

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

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