



## Volunteer Position Description

<b>Position title</b>	<b><i>Homework Centre Tutor - Armidale</i></b>
<b>Position purpose</b>	<i>To assist recently-arrived refugee &amp; migrant school students to overcome educational disadvantage, by supporting their development of English skills and other academic and social skills.</i>
<b>Location</b>	<i>Drummond Memorial Public School Library</i>
<b>Time</b>	<i>Immediately after school time, approx. 1½ hours per week, on a specific day of the week - Tuesday or Wednesday</i>
<b>Commitment</b>	<i>Regular weekly commitment for a minimum period of two School Terms,</i>
<b>Reporting to</b>	<i>Armidale Homework Centre Co-ordinator</i>
<b>Duties/responsibilities</b>	<ul style="list-style-type: none"> <li>• <i>Attend Centre weekly. Notify the Co-ordinator in advance of intended absences. (Co-ordinator marks weekly Attendance Role.)</i></li> <li>• <i>Collaborate with other volunteers in small groups to assist students with fun learning activities: reading, literacy, numeracy, speaking &amp; listening, problem-solving, coordination, etc.</i></li> <li>• <i>Assist students one-to-one with tutoring: reading, literacy, numeracy, homework, assessments, research skills, etc.</i></li> <li>• <i>Follow all directions of the Co-ordinator.</i></li> <li>• <i>Follow relevant MOSAIC MULTICULTURAL CONNECTIONS policies and procedures.</i></li> <li>• <i>Co-operate with all students and volunteers in the Centre.</i></li> </ul>
<b>Skills, experience, and 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> <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</b>	<ul style="list-style-type: none"> <li>• <i>Federal Police Check (form to be completed at registration)</i></li> <li>• <i>Working with Children Check (WWC Number to be provided to MOSAIC MULTICULTURAL CONNECTIONS for verification)</i></li> </ul>

	<ul style="list-style-type: none"> <li>• <i>COVID19 Vaccination Certificate</i></li> </ul>
<b>Other...</b>	<i>Basic COVID19 training from Dept of Health – link provided at registration</i>

Volunteering at MOSAIC MULTICULTURAL CONNECTIONS is dependent on the results of background checks that are detailed in this volunteer position description. MOSAIC MULTICULTURAL CONNECTIONS reserves the right to prohibit an individual from volunteering if background checks are not to the organisation's satisfaction.

In addition, you are required to provide full and up to date disclosure to MOSAIC MULTICULTURAL CONNECTIONS in respect to any matter which may affect your capacity to perform the duties associated with the role and in this regard but not limited to, the capacity to interact with children and vulnerable people, and deal with sensitive financial or personal information.