

<b>POSITION TITLE:</b>	<b>Volunteer Tutor – One to One English</b>
<b>EMPLOYER:</b>	North Melbourne Language & Learning inc (NMLL)
<b>LOCATION:</b>	Ground Floor 33 Alfred St, North Melbourne 3051
<b>RESPONSIBLE TO:</b>	Committee of Management, NMLL
<b>REPORTS TO:</b>	Community Development Co-ordinator
<b>CONDITIONS:</b>	As per Volunteer Handbook
<b>DAYS:</b>	As negotiated with CD Co-ordinator
<b>ORGANISATION RELATIONSHIPS:</b>	
<b>Internal:</b>	<b>NMLL Staff</b>
<b>External:</b>	<b>Program Participants, Other Volunteers, Training Providers</b>

### POSITION CONTEXT

North Melbourne Language & Learning Inc. (NMLL) operates in a diverse and dynamic community on the North Melbourne public housing estate, delivering learning opportunities with an emphasis on community connectedness.

NMLL is a not-for-profit Neighbourhood House and Learn Local Registered Training Organisation located in the City of Melbourne Council area. NMLL offers a friendly and welcoming work environment.

NMLL believes that Volunteers have a valuable contribution to make to the community are an invaluable resource which enhances the existing work of NMLL and allows NMLL greater outreach into the community.

The One to One English program involves providing tutoring to adults who may be beginning their English language learning journey or those who have started to learn English and need more assistance. The Volunteer Tutor will receive free training and ongoing support from NMLL to undertake their role. It is expected that the volunteer is able to provide at least a 6 month commitment to the program and attend regular group or individual supervision with the Community Development Coordinator.

### POSITION OBJECTIVES and PURPOSE

The role of the Volunteer Tutor is to:

- Assist Culturally and Linguistically Diverse (CALD) adults with their English learning through one to one tutoring
- Support the development of the learner's self-confidence in their conversational and social skills and in navigating various systems, accessing resources and performing certain tasks for example paying bills, applying for jobs
- Support the Learner in developing their English skills within a Learner centred and directed philosophy

## **KEY RESPONSIBILITIES AND DUTIES**

- Provide one to one tutoring on a weekly basis with matched learner/s for a minimum of 6 months
- Undertake training provided by NMLL and through other sources which are relevant to the development of the tutors skills
- Identify learner needs, source & create resources and develop flexible session plans in order to enhance the learner's development and confidence (covered in tutor training)
- Attend regular group and or individual supervision sessions with the Community Development Coordinator (at least twice in 6 months)
- Record the progress of the Learner at weekly sessions using *One to One English Program* Volunteer Tutor Activity Sheet and submit them to the Community Development Coordinator every 2 weeks
- Support the program evaluation through regular recording of weekly sessions, participation in surveys and attendance at regular individual or group supervisions sessions
- Notify the Community Development Coordinator of non-attendance of Learner after failing to attend 3 consecutive tutoring sessions without a valid reason
- Maintain confidentiality in regards to sensitive information which may come up during discussions with learners
- Identify any issues/concerns with the tutoring arrangements and contact the Community Development Coordinator to discuss
- Record weekly volunteering hours as per NMLL procedures
- Attend Tutor meetings/get togethers as required

## **KEY SELECTION CRITERIA**

1. Ability and willingness to work with and relate to people from Culturally and Linguistically Diverse (CALD) backgrounds
2. Commitment to work in an environment with people who are experiencing disadvantage relating to language difficulties, economic, educational and/or physical or intellectual disability
3. Proficiency in using the English language – both oral and written
4. Excellent interpersonal skills
5. Flexibility in responding to learner needs
6. Take direction from supervising Community Development Coordinator
7. Very well organised
8. Willingness to fulfil the reporting and evaluation requirements of the program through the completion and submission of Activity forms
9. Willingness to participate in regular group and or individual supervision sessions with the Community Development Coordinator
10. Able to work independently and as part of a team
11. Contributing positively to the work environment as a volunteer in a small not-for-profit organisation

## **CONDITIONS OF VOLUNTEER PLACEMENT**

All Volunteers with NMLL are required to:

- Provide two referees
- Adhere to the recruitment process as outlined on the NMLL website
- Agree to a National Criminal Records Check prior to commencing in their role
- Follow policies and procedures as outlined in the NMLL Volunteer Handbook and the One to One English program guidelines
- All NMLL volunteer roles are subject to a 3 month probationary period