



## VOLUNTEER ROLE DESCRIPTION

<b>VOLUNTEER ROLE</b>	Mentor
<b>PROGRAM</b>	Homework Learning Support Initiative
<b>DIRECTORATE</b>	Children's Programs
<b>REPORTS TO</b>	Community Engagement Coordinator
<b>VOLUNTEER HOURS</b>	3 hours per week

### ORGANISATIONAL PURPOSE

The Brotherhood of St Laurence (BSL) employs over 1200 staff and is supported by approximately 1200 volunteers. Our work is focused in Melbourne and Victoria but branches out through our partners to every state and territory in Australia.

In contemporary Australia, poverty and disadvantage have a strong geographic dimension. The focus of our work is increasingly on places as well as groups of people experiencing hardship such as early school leavers and the unemployed. We create programs which prevent and alleviate poverty during four key life transitions: childhood, adolescence, midlife and retirement.

One of our priorities is to work with state and federal governments and other community organisations to scale up our successful programs. The Brotherhood's approach is informed by the best evidence, including the work of our own research and policy department.

### PROGRAM PURPOSE

**The Homework Learning Support Initiative (HLSI)**, supports South Sudanese community needs in the Frankston area. HLSI is a place based, educational engagement and social inclusion program for humanitarian refugee children and families of the Horn of Africa (South Sudanese). Based on a holistic approach, this program supports children who have experienced educational and environmental disruption and trauma and is designed to strengthen their social capital, literacy, numeracy and language skills and improve both child and family health and wellbeing. HLSI encompasses multi-generational and diverse learning opportunities

### ROLE PURPOSE

Mentoring involves supporting with participants from emerging communities, particularly the South Sudanese community from Year 9 to Year 12, setting academic and personal goals, encouraging students to problem solve and hold themselves accountable to these goals. Mentors act in a one-on-one capacity with students to encourage personal growth, responsibility and independence. Discussing educational pathways, writing cover letters and resumes, assisting with job applications, encouraging students to open a bank account and apply for tax file number are all part of a mentor's role and responsibilities.

## **ROLE TASKS**

- Attend induction, Cultural Awareness Training, Mentoring training and ongoing training as required
- Be a positive role model, supporting students to understand and feel they are a part of Australian culture
- Support students to set and achieve personal and academic goals
- Attend the HLSI at the designated time once a week during the school term
- Communicate regularly with Room Lead or Community Engagement Coordinator on student progress and any issues of concern
- Understand and value diversity amongst students, staff and volunteers
- Respect the rights of the students and their families to confidentiality, unless there are concerns regarding a student's wellbeing
- Always engage in friendly, positive, polite and helpful interactions and develop positive relationships based on trust and respect with all participants of the HLSI

## **WE ARE LOOKING FOR**

We are looking for someone with :

- Commitment and interest in supporting children, youth and families from culturally diverse backgrounds
- Interest in education, supporting student creativity and skill development
- Competency in tutoring students with English as a second language
- Teaching or ESL teaching qualification or equivalent experience
- Well-developed interpersonal and communication skills with the ability to relate and interact well with children and young people
- Demonstrated capacity to contribute to a team environment
- Commitment to the objectives and ongoing development of the program
- Understanding of and commitment to the values and ideals of the BSL

## **ORGANISATIONAL RELATIONSHIPS**

Internal Liaisons: BSL Staff and Volunteers

External Liaisons: Community organisations, schools, local businesses and visitors including MPs

## **CONDITIONS OF VOLUNTEER INVOLVEMENT**

1. This role requires both police and working with children checks. Your volunteer role will not begin until the necessary checks are complete.
2. Volunteers are requested to take responsibility for their own and others' workplace health and safety and to adhere to policies which keep the Brotherhood of St Laurence a workplace committed to equal opportunity, free from discrimination and harassment.
3. All Brotherhood volunteers must be eligible to volunteer in Australia.

## **AGREEMENTS**

I understand that I am a volunteer who contributes my time and effort without expectation of remuneration.

I understand that as a volunteer I am required to adhere to Brotherhood of St Laurence policies, procedures and the code of ethical behavior.

In the event of injury sustained in performing my volunteer role I understand that I can make a claim against the Brotherhood of St Laurence's insurance policy for 85% of my non-Medicare costs up to the relevant policy maximums. Activities taken on my own initiative outside of this role are at my own risk.

I undertake to keep all personal or sensitive information about customers and participants, other volunteers and the BSL team in the strictest confidence by only discussing such details within the bounds necessary to undertake my duties and responsibilities as a volunteer with the Brotherhood of St Laurence.

Volunteer Name: \_\_\_\_\_

Volunteer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_