



VOLUNTEER ROLE DESCRIPTION

VOLUNTEER ROLE	Tutor
PROGRAM	Homework Learning Support Initiative
DIRECTORATE	Children's Programs
REPORTS TO	Community Engagement Coordinator
VOLUNTEER HOURS	2 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

We are seeking volunteers to be tutors. Tutoring involves supporting participants from emerging communities, particularly the South Sudanese community from Prep to Year 12, assisting with homework tasks; supporting the students learning in numeracy and literacy; and general participation in HLSI activities.

ROLE TASKS

- Attend induction, Cultural Awareness 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 complete homework tasks, practice reading or other HLSI activities.
- 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 from culturally diverse backgrounds
- Interest in education, supporting student creativity and skill development
- Experience in leadership, education, problem solving and collaboration
- Competency in tutoring students with English as a second language
- 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

EXTRA DESIRABLE

We are especially keen to involve people who:

- Have experience supporting children and young people from emerging communities, particularly those from refugee backgrounds
- Have experience supporting children with complex needs
- Hold relevant qualifications in teaching, social sciences, community services, childcare or other related fields.

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: _____