**Role:** Homework Club/Read with Me Volunteer

**Reports to:** Education and Youth Librarian

**Department/Unit overview:** Wyndham City Libraries is located in one of the fastest growing municipalities in Australia. Currently there are five council libraries in Wyndham with opportunities for volunteers to assist library staff in the provision of a quality library service in a high growth area.

**Position Objective:**

* Assist with the delivery of the Homework Club/Read with Me program
* Provide quality assistance to students completing their homework or set reading tasks
* Provide a safe, supportive learning environment where students have the opportunity to access resources and assistance with their homework or reading

**Purpose:** The Library Service’s Homework Clubs and Read with Me programs are to provide learning support to school students with particular emphasis on helping them develop literacy, numeracy and study skills. The volunteer will assist library staff with the day to day operations of the Homework Club/Read with Me program, and provide good quality assistance to students completing their homework or reading. It is expected that the person in this position will commit to deliver the service for an extended period of time.

**Key Responsibilities and Duties:**

* Assisting students to develop skills and knowledge in particular subject areas
* Assisting students to complete tasks in particular subject areas
* Modelling and encouraging appropriate behavioural standards and build positive relationships with students
* Liaising with the *Education and Youth Librarian* regarding issues that may arise and pass on any feedback from the students, requests for information and resources
* Maintaining attendance rolls
* Assisting with the set up and packing up of materials

**Desired Attributes:**

The volunteer will have the ability to:

* Direct students and manage their behaviour
* Work with students individually or in small groups
* Assist students to complete homework, assignments and /or set reading
* Organise own time and allocate tasks
* Supervise and communicate well with young people
* Interact with people from different age groups, cultures, religious backgrounds and occupations
* Work independently or as part of a team

The volunteer will have the following:

* Degree in teaching or other relevant discipline
* Working with Children’s Check
* High proficiency in verbal and written English
* Excellent verbal communication and interpersonal skills
* Experience in teaching young people with either an emphasis on secondary maths and science or literacy and reading

**Length of Appointment:** Volunteers are subject to a probationary period of 3 months. The role is ongoing and will be reviewed annually.

**Police Check:** A police check application will be lodged once a volunteer has been accepted into the program and will be completed every 3 years. There is no cost to the volunteer.

**Working with Children Check:** If you volunteer with children, you will need a current Working with Children Check (WWCC) before you commence your volunteer role.

**Support:** Training will be provided for this role. In addition, the *Education and Youth Librarian* will be available for questions and assistance.

**Dress Code:** Neat casual.

**Signed: ............................................................................. Date: ..../..../........**