**Role:** Volunteer Tutor – Conversational English Program

**Reports to:** Community Development Officer & Neighbourhood Hubs Team leader

**Department/Unit overview:** Community Development

**Purpose:** To provide conversational English tutoring classes at various locations with Wyndham. The program supports and provides adults from non-English speaking backgrounds, an opportunity to gain and practice English language skills, in a fun and friendly environment.

**Position Description**

* Provide a friendly and open environment, supporting and encouraging social connections
* Provide and share knowledge of the Australian culture and language to enable participants to increase confidence and fluency in English
* Provide support and encourage opportunities to connect participants to community and networks
* Be inclusive of all participants

**Key Responsibilities and Duties:**

* Commitment to the facilitation of a weekly session of 1 – 2 hours per week
* Responsible to ensuring that each sessions is facilitated
* To prepare appropriate sessions responding to the learner needs
* To report to the appointed council officer with details on sessions, including time, activity and outcomes
* Activities may include providing assistance with language-based activities in a variety of community centres throughout Wyndham

**Desired Attributes:**

* Knowledge and understanding of Australian Culture and Language
* Capacity to provide a friendly and open environment, that supports and encourages social connections
* To provide and share knowledge of the Australian culture and language to enable participants to increase confidence and fluency in English
* Provide support and encourage opportunities to connect participants to community and networks
* Ensure the group is inclusive of all participants
* Excellent communication skills and the ability to work as a part of a team across both AMES and Wyndham City.

**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 a 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. Volunteers will be expected to undertake a Conversational English training program with AMES. In addition, the Community Development Officer will be available for questions and assistance.

**Dress Code:** Neat casual.

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