



## Volunteer Position Description

**Volunteer role title:** English Conversation Tutor

**Last updated:** July 2021

### Role summary

The role of the English Conversation Tutor is to support Rosewall Community Centre participants with their English language communication skills as the Conversational English program.

### Time Commitment

English Conversation Tutor volunteers are expected to work shifts of 2-2.5 hours per week including set-up and pack-down time. The class runs each Wednesday 12pm to 1.30pm during school terms.

### Key Responsibilities

- Work with the Adult Education Coordinator and fellow volunteers to plan session activities, and provide feedback/evaluation after the sessions.
- Deliver English Conversation classes in a way that promotes a supportive, inclusive learning environment.
- Provide referrals or information to participants about further services and programs of interest or benefit to participants.
- Work within OH&S requirements of Rosewall Community Centre including reporting all incidents/injuries/near misses to a member of staff.

### Skills required

- Excellent interpersonal skills with the ability to engage positively, respectfully and courteously with a diverse range of community members, staff, fellow volunteers, and other stakeholders.
- Ability to adjust communication to the needs of participants for whom English is not their first language.
- A personal commitment to improving the literacy skills of others' and to building a supportive learning environment.
- Attention to detail with an ability to show concern for all aspects of the role.
- Ability to follow direction, and to proactively report hazards, risks or feedback to Centre staff.

### Physical Requirements

- Limited physical activity is required to undertake this role. Some bending and lifting of furniture (less than 10kg) for classroom set-up and pack-down is required.

### **General Requirements**

- Be 18 years of age or older
- Satisfactory Police Check (must be renewed every 3 years or upon request)
- Working with Children (Volunteer) check
- Attend Induction training
- Attend program specific training and meetings as required.

### **Code of Conduct**

The Code of Conduct outlines the minimum standards of behaviour and conduct which volunteers must comply with when carrying out their duties in association with Rosewall Community Centre.

### **Child Safety and Working with Children Check**

Rosewall Community Centre is a Child Safe Organisation. We recognise the safety of all children including Aboriginal children, culturally and/or linguistically diverse children and children with a disability. The Centre requires volunteers working in child related positions or who have contact with children as part of their role to hold a current Working with Children Check Card, update their card with the Department of Justice with Council as their place of volunteering, and to provide the Council with proof of this. Any changes to the status of a volunteers' Working with Children Check must be advised to Council immediately.

### **Criminal Record Check**

A Criminal Records Police Check must be undertaken prior to commencement for all volunteers. An unsatisfactory assessment may result in the volunteer not being recruited and we encourage volunteers to be proactive in discussing any criminal record. A volunteer who refuses to complete the appropriate forms will not be accepted.

### **About Rosewall Community Centre**

Rosewall Community Centre is a not-for-profit community based neighbourhood centre that has operated at 36 Sharland Rd, Corio since July 1980. The Centre was established by the Shire of Corio (this was the local Government prior to amalgamation into the City of Greater Geelong), and was originally part of a hub that included Rosewall Primary School and Rosewall Kindergarten. Rosewall Neighbourhood Centre became an incorporated association in 1989 and has since been managed by a Committee of Management from the Community and User Groups of the Centre.

As well as the Sharland Rd site, Rosewall Neighbourhood Centre is responsible for the management of the Hendy St Hall. The hall is booked at a subsidised rate, on a casual or regular basis, for community classes and gatherings. Hendy St Hall also provides Rosewall Neighbourhood Centre with the capacity to offer more activities or courses

Rosewall Neighbourhood Centre is a registered Learn Local, which means we are funded by the Department of Education through the Adult and Community Further Education (ACFE) Board to deliver education programmes that pathway onto further education or employment. Rosewall Neighbourhood Centre has 4 ongoing part time staff, approximately 9 contract and casual staff and approximately 30 volunteers.