

volunteer tutor role description (sample)

XYZ Homework Club

This document is provided for general guidance only. Organisations should use the information contained in this resource as reference material and should interpret in the context of their own organisation or program.

Program description

The XYZ Homework Club provides learning support to secondary school students from refugee and migrant backgrounds. The club assists in developing young people's confidence and helping them socially and academically to participate in school in a more meaningful way. In particular, the program focuses on literacy, numeracy, homework support and study skills.

Position focus

Tutors at XYZ Homework Club provide after school tuition to individuals or small groups of students, focusing on literacy, numeracy helping students complete homework and assignments.

Responsibilities

- Tutoring students individually or in small groups to develop literacy, numeracy and study skills
- Assisting students to complete homework and assignments
- Keeping records of attendance, tutorial sessions and monitoring student progress over time
- Participating in relevant training

Skills, experience and attributes

- Understanding and valuing of diversity
- Willingness and capacity to work as part of a team
- Good communication skills and competency in English

The following are desirable but not essential:

- Skills or experience in teaching English as a Second Language
- Knowledge of VCE Maths or Science subjects
- Experience teaching or tutoring secondary students

Hours and location of work

The XYZ Homework Club operates on Tuesdays and Thursdays from 4pm until 6pm at the XYZ Community Centre. Volunteer tutors are expected to attend one session each week during school terms, and to commit to the program for a minimum of 6 months.

Supervision and Support

Tutors will be supervised and supported by the XYZ Homework Club Coordinator.

Other requirements of the role

- All volunteers must undergo XYZ Community Centre's screening procedures, including interview, reference checks and Working With Children Checks
- Volunteers must attend an initial induction and ongoing training at XYZ Homework Club

XYZ Homework Club is committed to the safety and wellbeing of all children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child-safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.