



VCE STUDY SUPPORT PROGRAM – VOLUNTEER POSITION DESCRIPTION

POSITION TITLE:	VCE Volunteer Tutor
REPORTS TO:	Program Coordinator
LOCATION:	Online

About the Program Area

The Centre for Multicultural Youth (CMY) in partnership with the Edmund Rice Community & Refugee Services (ERCRC) are seeking passionate people who are keen to support VCE students from migrant and refugee backgrounds through a weekly online study support program.

The VCE Study Support program aims to provide online VCE learning support to students who do not have access to learning support outside of school. This includes students from refugee and migrant backgrounds, indigenous and low socio-economic backgrounds

POSITION SUMMARY AND VOLUNTEER RESPONSIBILITIES:

- The volunteer provides weekly online assistance to VCE students from migrant and refugee backgrounds.
- Commitment to supporting VCE students online for 14 weeks on a Tuesday and/or on Thursday afternoon from 4pm to 6pm
- Available to start from September 14th 2020

KEY SELECTION CRITERIA:

1. Commitment to and interest in supporting young people from refugee and migrant backgrounds.
2. Ability to work sensitively and appropriately in a culturally diverse setting.
3. Ability to work within the boundaries of the volunteer role and the program, including identifying issues to be escalated to staff.
4. Ability to be self-reflective and to receive and respond to directions and feedback from CMY staff.
5. Ability to use competently online platforms including zoom
6. Good communication skills
7. Experience in providing VCE homework help and or tutoring VCE students would be highly regarded
8. Knowledge and or experience in VCE units

ADDITIONAL INFORMATION:

- CMY takes Child Safety seriously and short listed candidates are subject to child safety screening and assessment against child safety standards as part of our thorough recruitment process. These include but are not limited to Police Record and Working with Child Checks, and child safety focused referee checks;
- Applicants must have the right to work in Australia;



- CMY is an Equal Opportunity Employer;
- In the context of Occupational Health and Safety all employees are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any measures introduced in the workplace to improve OH&S;
- This role requires a capacity to work flexible hours including evenings

I have read, understood and accept the above position description:

Volunteer Name			
Volunteer Signature		Date	____/____/____