

# Volunteer Role Description

We hope that all North Richmond Community Health (NRCH) volunteers will help us work towards improving the health of our community through a shared vision and values.

**NRCH Mission:**

Building healthy communities by making healthcare more accessible and culturally relevant

**NRCH Vision:**

Healthcare that builds community

**NRCH Values:**

Innovation, embracing diversity, equity of access, organizational learning, respect for others, openness, connectedness with our community

Volunteer Role Title	Volunteer Tutor – Homework Program
Reports to: (position and name)	Health Promotion Coordinator, Ismail Elrifae
Hours: (day, shift duration, frequency)	Weekly on Tuesday 5.15pm to 6.45pm for 5.30 session start.
Location:	North Richmond Community Health 23 Lennox Street, Richmond
Purpose of the role:	Your role will contribute to the Healthy Communities Team and NRCH Strategic Objectives, specifically by: 1. Facilitating a safe and welcoming environment for young people to learn, gain confidence and social skills. 2. Supporting the well-being of young people by supporting their learning and highlighting their strengths.
Duties:	<ul style="list-style-type: none"> <li>▪ Ensuring that all students and volunteers register their attendance each week.</li> <li>▪ Ensuring there is a variety of educational activities and resources available for students, covering literacy and numeracy across all grade levels.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Greeting and guiding students to connect with other volunteer tutors across the room</li> <li>▪ Monitor the room activity, for late arrivals, students who appear to have nothing to work on or disrupting other students, for example.</li> <li>▪ Assisting with the room set up and pack down.</li> <li>▪ Encouraging students with their academic studies by assisting and guiding them through specific tasks.</li> <li>▪ Providing social support through mentoring and presenting as a positive role model.</li> <li>▪ Offering support to other volunteer tutors about choosing grade appropriate activities.</li> <li>▪ Offering assistance to students working independently.</li> <li>▪ Encouraging students to form social connections with other students in the Group.</li> <li>▪ Monitoring student progress both academic and social, and reporting appropriate information to the Program Coordinator.</li> <li>▪ Raising any concerns about individual students or the Homework Support Program with the Program Coordinator as they arise.</li> </ul>
<p>Selection Criteria - Essential</p>	<ul style="list-style-type: none"> <li>▪ Qualifications or similar experience in teaching, child development, psychology, school assistant.</li> <li>▪ Ability to assist students with their homework, in particular, Maths or English</li> <li>▪ Ability to relate in a friendly and positive manner.</li> <li>▪ Ability to communicate information clearly to students across different age/grade levels.</li> <li>▪ Patience and flexibility.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Understanding of and empathy for student’s backgrounds and potential impacts on their studies.</li> <li>▪ Sensitivity and responsive to cultural requirements.</li> <li>▪ Experience working with young people in formal or informal settings.</li> </ul>
Selection Criteria - Desirable	<ul style="list-style-type: none"> <li>• Previous tutoring experience.</li> <li>• Experience providing peer support for other volunteers.</li> </ul>

Conditions of appointment:

- Clear National Police Check
- Current Working with Children Check
- When required, clear International Police Check
- Commitment to comply with NRCH policies and procedures, Code of Conduct
- Evidence of COVID-19 Vaccination – 3 doses are mandatory.

This is a volunteer role and does not mean the successful candidate will be offered a paid position

I have read and agree to undertake the duties and conditions of this volunteer role description.

Print Name:

Signature:

Date: