

## Position Description

### Job Details

|                             |  |
|-----------------------------|--|
| <b>Title:</b>               | Volunteer Mentor – Homework Club                           |
| <b>Terms of Employment:</b> | Minimum 6 months commitment                                |
| <b>Hours:</b>               | 2 Hours on both Tuesdays and Thursdays between 3.30-6.00pm |
| <b>Reporting to:</b>        | Keziah Everett – Youth Support Practitioner                |
| <b>Location:</b>            | Noble Park   |

### About South East Community Links

For over 50 years South East Community Links (SECL) has served the community in one of Australia's most diverse and multicultural regions. Our aim is to promote social and financial inclusion for people with the belief that *'Every person counts, Every system fair'*.

We have an engaged, committed, and respected team of approx. 60 staff and 100 volunteers/students, and believe our people are the greatest asset. We have a diverse multi-disciplinary team offering meaningful support and solutions across:

- Financial wellbeing and counselling to get money back on track
- Youth education, employment, housing, and social participation
- Family violence services ensuring women, children and families are safe
- Housing and homelessness support
- Settlement to support newly arrived refugees and migrants
- Employment for people from migrant and refugee backgrounds
- Emergency relief for people in crisis
- Community development to build capacity and inclusion

### 'What's in it for you?'

- Join a leading community services organisation; trusted, respected, and valued by the community
- Use your extensive skills and experience to make a difference in young people's lives
- Have fun with a passionate workforce that is diverse and inclusive
- Contribute to a team that strongly believes in advocacy and social change
- Join an organisation that values and invests in professional development

## How you'll fit into the bigger picture

SECL Homework Club is an after-school program that provides a learning space and tutoring support for high school, TAFE, and university students. The program runs during school terms and is aimed at helping students with their homework and assignments.

Our volunteer tutors are expected to commit to 1 or 2 weekly 2.5-hour sessions.

- Provide tutoring assistance to students that attend the Homework Club face-to-face when required
- Develop positive and appropriate working relationships with students in a culturally diverse setting
- Be a positive role model to the young person
- Keep student information confidential except where it may cause harm to themselves or others
- Report to the program supervisor any pertinent information regarding students and tutors
- Commitment to and interest in supporting young people from refugee and migrant backgrounds
- Ability to work within the boundaries of the volunteer role and the program
- Ability to competently use Microsoft Word and online platforms including Zoom
- Well-developed interpersonal and communication skills
- Experience in providing homework help and knowledge of VCE subjects highly regarded

## 'Does this sound like you?', if 'yes', answer the Key Selection Criteria question below:

- An understanding of the challenges and disadvantages that young people from culturally diverse backgrounds experience
- Ability to empathise with others and demonstrate a non-judgemental attitude
- Ability to tutor on a one-to-one or small group basis
- Effective communication, interpersonal skills, punctual and reliable
- Ability to maintain privacy and confidentiality of all parties

## How to Apply

Please send your resume and a response to the key selection criteria (no more than 2 pages) to Christina Ryan at [cryan@secl.org.au](mailto:cryan@secl.org.au)

For more information about the role, please contact Keziah Everett at [keverett@secl.org.au](mailto:keverett@secl.org.au).

The successful candidate will be required to undertake Safety Screening checks prior to commencement of employment including a national police record check and valid Working with Children Check.

**SECL embraces diversity and equal opportunity. We know that getting this right underpins our organisation's values of inclusion, equality, compassion, dignity, and choice. Our team represents a variety of backgrounds, perspectives, and skills which reflect the multicultural communities where we work. We strive to be a place-based service where people of all ethnicities feel welcomed to work, volunteer or seek help.**