

POSITION DESCRIPTION



Department: Engagement Services
Position: English Conversation Group Tutor
Reports to: Community Development Coordinator
Time Commitment: 12.45pm – 3pm every Thursday afternoon
Location: Margaret Hendry School, Taylor
Seeking: 5 volunteers

NORTHSIDE COMMUNITY SERVICE VISION, MISSION AND VALUES

Vision: A fair and inclusive community					
Mission: Providing exceptional services that support people to improve their lives					
Values:	Courage	Integrity	Choice	Innovation	Collaboration

PROGRAM OBJECTIVE

Our English Conversation Group offers participants the opportunity to learn and practice English in a supportive and comfortable environment. The group currently consists of approximately 20 people from a diverse range of backgrounds and varying levels of English. The social and inclusive nature of the group encourages participants to forge relationships and community connections while improving their ability to engage with native speakers at the same time. The program is free for all attendees and is run in collaboration between Northside and Margaret Hendry School in Taylor.

POSITION

English conversation tutors will assist the facilitation of conversation between participants at Margaret Hendry School in Taylor once a week. They will support small groups (often 5-10 people) by introducing conversation topics, directing conversation within the group and assisting the specific needs of individual participants.

KEY ENGLISH CONVERSATIONS GROUP VOLUNTEER RESPONSIBILITIES

- Plan and facilitate weekly English conversation and activities within the existing group.
- Encourage the flow of conversation and language improvement in a group environment.
- Ensure that the learning environment remains harmonious and culturally respectful, and address or report any concerns to the program coordinator.
- Locate and share resources that might enrich group conversation (school provides printing if necessary).
- Establish professional relationships with participants.
- Assist with set up and pack up of equipment such as tables, chairs and stationery.

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- Complete minor administrative tasks at the school such as roll taking, scanning, email and phone correspondence and organising afternoon tea.
- Report any identified risks or concerns in a timely manner to the program coordinator.

REQUIREMENTS OF THE POSITION

- A high-energy, positive attitude to deliver exceptional services with passion and creativity.
- Demonstrated strong verbal communication skills and ability to communicate well with a culturally diverse group of people.
- Demonstrated experience working with people from culturally diverse backgrounds.
- Long-term commitment to attending weekly sessions.
- Experience in education or as an ESL teacher would be advantageous.
- Hold a current *Working with Vulnerable People Card* and be willing to undertake a *Police Check*.
- Must comply with organisational policies and procedures.
- Must be able to independently travel to Margaret Hendry School, located in Taylor, ACT.

BENEFITS OF VOLUNTEERING@NORTHSIDE

- Work experience in the Community Service Sector.
- A good entry point to teaching or tutoring.
- Opportunity to make social connections with people from a range of diverse backgrounds.
- Gain work references from a reputable community service organisation.
- Access training and development opportunities.
- Make a difference and contribute to your community.
- Be part of the dedicated and welcoming Northside team!

CONTACT US

To express interest in the position please do not hesitate to contact Clinton, our volunteer coordinator:

Email: volunteer@northside.asn.au

Phone: 6171 8028