



## **POSITION DESCRIPTION**

<b>Position:</b>	<b>Volunteer - Adult Education Program (English)</b>
<b>Hours:</b>	<b>As negotiated (minimum 1 hour per week)</b>
<b>Duration:</b>	<b>12 months or as negotiated (minimum 6 months)</b>
<b>Program:</b>	<b>Dixon House Neighbourhood Centre in Partnership with All Saints Clayton</b>
<b>Location:</b>	<b>2 Dixon Street Clayton</b>
<b>Accountable to:</b>	<b>Adult Education Coordinator</b>

## **INTRODUCTION**

Dixon House Neighbourhood Centre Incorporated offers a number of services to individuals and their families in Clayton and beyond. We seek to ensure the provision of high quality services that will bring about significant improvements in the life experience of the people with whom we work.

Dixon House Neighbourhood Centre was formerly a partnership between All Saints' Anglican Parish Clayton and Anglicare Victoria, but is now a separate entity. DHNC provides services in the space provided by the Parish.

Dixon House Neighbourhood Centre offers English as Another Language (EAL) classes as well as one to one tutoring onsite, in people's homes or in a mutually convenient location. Our other programs can be viewed on our website. The team and staff are mainly volunteers who are trained and supported by DHNC. We deliver services that respond to identified community need.

## **POSITION EXPECTATIONS**

- To offer one-to-one English language teaching and support to Adult Education students through speaking, listening, reading and writing with a learner, according to the learner's goals and needs, a minimum of one hour per week during term time
  - AND/OR assist as tutor in a class setting.
- To undergo training to be equipped for volunteering in the English program at Dixon House.
- To provide written resources where applicable, for the student to complete at home.
- To meet with the Adult Education Coordinator when required for review, training and supervision.

## **KEY RESPONSIBILITIES**

- As a tutor to foster an atmosphere of acceptance that will encourage student participation and assist in increasing self-esteem and confidence.
- Facilitate conversation which will assist the student with pronunciation, grammar, understanding of Australian colloquial speech and Aussie culture, and other topics as appropriate and in response to students' needs.
- Provide literacy support to the student either at Dixon House, or in the student's home, or elsewhere, under the supervision of the Adult Education Coordinator.
- Maintain an accurate attendance record, and provide feedback at the end of each term.
- Attend volunteer team meetings at Dixon House for support and training, typically once a semester.

## **KEY SELECTION CRITERIA**

- Sound oral and written skills in English
- A personality that relates well with students, staff and other volunteers.
- Capacity to engage with people from Culturally and Linguistically Diverse (CALD) backgrounds.
- Background in special education or English grammar favourably viewed.
- Demonstrated ability to work both as a team member and independently.
- Commitment to weekly attendance during school terms.
- Commitment to Dixon House Neighbourhood Centre's values and strategic directions.
- Capacity to take initiative.

## **CONDITIONS**

Each volunteer will be required to participate in an annual review linked to the objectives set out for the position.

## **APPLYING**

Please submit applications via the "Volunteering" page at [www.dixonhouse.org.au](http://www.dixonhouse.org.au). Further enquiries may be directed to the Adult Education Coordinator. Email [education@dixonhouse.org.au](mailto:education@dixonhouse.org.au) or phone 95438911 (Tuesdays and Wednesdays).

## **Roslyn Brown**

Adult Education (EAL) Coordinator - Dixon House Neighbourhood Centre