

POSITION DESCRIPTION

POSITION TITLE	Homework Club Coordinator
REPORTS TO	Dixon House Neighbourhood Centre Coordinator
EMPLOYMENT TYPE	Fixed-term part-time
PERIOD	October 2018 - December 2019 (extension beyond this time will be pending funding)
HOURS	5 hours per week – day is negotiable
CONDITIONS	NHACE 2016 – SCHADS Level 4

ORGANISATIONAL CONTEXT

Dixon House is a neighbourhood centre that has serviced the Clayton and surrounding areas for over 25 years. Dixon House offers a range of educational, recreational, social, and welfare based programs to support the local community. Run by a handful of part-time staff and an army of faithful volunteers, Dixon House is a bustling hub of activity accessed by hundreds of participants every year.

PROGRAM DESCRIPTION

The Homework Club is a weekly after school program offered to children in Grades 4 to 8 who come from one of the following backgrounds:

- Non-English speaking; or
- Financially disadvantaged; AND
- Their parents are unable to support them in their school work OR unable to afford additional tuition

Adult tutors are paired one-to-one to a child, where they will support them in the Dixon House classroom.

ROLE DESCRIPTION

Coordinate the Homework Club Program which involves:

- Promoting the program
- Fielding enquiries
- Enrolling new students
- Recruiting, training, and supporting volunteers
- Creating and implementing session plans
- Liaising with parents and families
- Liaising with relevant service providers
- Maintain administration records
- Undertaking program review
- Other duties relevant to the Homework Club Coordinator role

KEY SELECTION CRITERIA

Essential

- Given the role's limited hours, a commitment to remain in the role for the duration of the contract
- Experience working with children and families
- Experience in the area of education
- Experience supervising others OR managing projects/programs
- Strong organizational and administration skills
- Intermediate computer skills – Word, Excel, Outlook, Publisher, photo editing software

Preferable

- Relevant qualification in a community or education area
- Experience in the community sector
- Experience working with volunteers
- Experience in program review and evaluation
- Current First Aid certificate
- Current food handling certificate

HOW TO APPLY

- Email the following documents to coordinator@dixonhouse.org.au:
 - Current resume
 - Response to the Key Selection Criteria above (max 1 page A4)
 - Cover letter **not required**
- For further information about the role, please contact Winston on 9543 8911 or email