

Volunteer Position Description

Role Title	LITERACY TUTOR
Reports To	Literacy Coordinator, CDO/CDSO or Volunteer Support Officer Overall governing body - Management Committee
Time Commitment	Minimum 2 hours per week during school term Some additional training and reporting hours
Working Environment	Venue Hire Room Green Initiatives- sustainable and environmental issues
Key working relationships	Volunteers, staff and community participants
Role objective	Provide language and literacy assistance to members of the community to increase skills for living and working in the community.
Primary responsibilities	<ol style="list-style-type: none"> 1. Comply with Centre policies, procedures and guidelines. 2. Attend training, meetings and get-togethers as scheduled. 3. Adhere to and demonstrate the sustainability and environmental requirements of the Centre. 4. Deliver, monitor and assist with the literacy program by; <ul style="list-style-type: none"> • Delivering learning activities to meet the specific needs of individual capabilities and build learner confidence • Supporting clients to plan, implement and monitor their personal learning goals • Assisting the Literacy Coordinator to maintain individual client files in accordance with DSD requirements • Monitoring client progress and reporting to Literacy Coordinator • Providing referrals to government and non-governmental support, education, training and employment agencies, as appropriate • Ensuring the room is well prepared, materials available and cleaned at the end of the course • Ensuring clients adhere to the WHS principles • Any additional duties as requested to ensure the program operates effectively and efficiently

SKILLS, KNOWLEDGE & ATTRIBUTES

Essential	<p><i>List the skills, knowledge and attributes required for the role, below is an example</i></p> <ul style="list-style-type: none"> • Excellent communication skills • Ability to work under minimal supervision and manage time effectively • Ability to relate to people from diverse backgrounds • Previous experience in office roles and an ability to work as part of a team • Good organisation skills • Working knowledge of community-based organisations and programs • Knowledge and understanding of Adult Learning Principles • Knowledge and understanding of appropriate delivery methodologies for adult language, literacy and numeracy programs • Be adaptable and accepting of changes or new requirements, as needed • Demonstrated customer service standards and principles • Ability to maintain confidentiality
Desirable	<ul style="list-style-type: none"> • Ability to manage difficult situations and conversations • Awareness of Workplace and Health & Safety and the requirements of Equal Opportunity Act and Disability Discrimination Act • Awareness of inclusivity and diversity of visitors and their issues • Strong knowledge of computers and/or tablets
Mandatory requirements	SAPOL – police check
Training	

I have read and understood this Volunteer Position Description (PD) and agree to abide by all the conditions as outlined within it. I also understand that this PD may be updated from time to time with consultation.

Print Name (Volunteer):

Signed (Volunteer): _____

Date: .. / .. /

Title of Position Description	Literacy Tutor	
Approved by	Name: Lucy Richardson /Kevin Cocks	Date: October 2021
Date Reviewed		