

<b>Volunteer organisation</b>	Melbourne Adult Migrant English Program Volunteer Tutor Scheme
<b>Role</b>	<b>Melbourne AMEP Volunteer</b> <b>Supporting a student to prepare for work in Australia</b>
<b>Timeframe</b>	One hour per week for at least a term (10 weeks) following training
<b>Location</b>	Online platforms (during COVID-19 restrictions)
<b>Purpose</b>	To offer newly arrived young Melbourne AMEP students the opportunity to practise English conversation and in particular English for the workplace
<b>Supervision</b>	Melbourne AMEP VTS staff
<b>Pre-requisites</b>	<ul style="list-style-type: none"> <li>- Working with Children Check</li> <li>- Police Check (paid for by VTS)</li> <li>- VTS training</li> <li>- Extensive work experience in Australia</li> </ul>
<b>Volunteer responsibilities</b>	<ul style="list-style-type: none"> <li>- Tutor a student in job-readiness skills and knowledge</li> <li>- Meet at a pre-arranged time each week, using resources and activities provided by VTS</li> <li>- Attend initial induction meeting</li> <li>- Attend ongoing VTS professional development workshops and social gatherings as needed (these are currently conducted online)</li> <li>- Participate as a panellist in practice job interviews for students (via zoom)</li> <li>- Contact VTS staff if you are concerned about a student's welfare</li> <li>- Respect the rights and privacy of students and other tutors</li> <li>- Inform VTS Office if your availability changes</li> <li>- Give two weeks' notice before withdrawing from the program</li> <li>- Complete an Exit Survey</li> </ul>
<b>Required skills and knowledge</b>	<ul style="list-style-type: none"> <li>- Proficiency in spoken and written English</li> <li>- Empathy and an ability to communicate with young people from different cultural and linguistic backgrounds</li> <li>- Reliability and punctuality</li> </ul>
<b>Desired skills and knowledge</b>	<ul style="list-style-type: none"> <li>- Computer skills</li> <li>- Experience in living in another country</li> <li>- Knowledge of an additional language</li> <li>- Volunteering or study experience in Australia</li> <li>- Previous tutoring experience</li> <li>- Driver's license (relevant for face-to-face tutoring after restrictions ease)</li> </ul> <p><b>No reimbursement for travel costs can be made</b></p>

