

Volunteer organisation	Melbourne Adult Migrant English Program Volunteer Tutor Scheme
Role	Melbourne AMEP Volunteer Conversation Club tutoring
Timeframe	One hour per week for 6 months following training, equivalent to two terms
Location	Online via Zoom at a set time each week, with a group of students and tutors and staff from the Melbourne AMEP VTS
Purpose	To offer newly arrived Melbourne AMEP students the opportunity to practise English conversation and connect with the wider community
Supervision	Melbourne AMEP VTS staff
Pre-requisites	<ul style="list-style-type: none"> - Working with Children Check - Police Check (paid for by VTS) - VTS training
Volunteer responsibilities	<ul style="list-style-type: none"> - Participate in weekly Conversation Club meetings at a pre-arranged time on Zoom - Facilitate conversations for students in a Zoom breakout room (questions and activities provided) - Attend ongoing training workshops and social gatherings as needed (currently conducted online) - Contact VTS staff if you are concerned about a student's welfare - Respect the rights and privacy of other tutors and students - Inform VTS Office if your availability changes - Give 2 weeks' notice before withdrawing from the program and complete an Exit interview
Required skills and knowledge	<ul style="list-style-type: none"> - Proficiency in spoken and written English - Empathy and an ability to communicate with people from different cultural and linguistic backgrounds - Reliability and punctuality
Desired skills and knowledge	<ul style="list-style-type: none"> - Computer skills - Experience in living in another country - Knowledge of an additional language - Volunteering or work or study experience in Australia - Previous tutoring experience - Driver's license (relevant for face-to-face tutoring after restrictions ease) <p>No reimbursement for travel costs can be made</p>