

Volunteer organisation	Melbourne Adult Migrant English Program Volunteer Tutor Scheme
Role	Melbourne AMEP Volunteer One-to-one tutoring
Timeframe	One hour per week for at least six months following training
Location	Online via digital platforms (during COVID-19 restrictions), or face to face in a public space (e.g. library, campus) or in the home
Purpose	To offer newly arrived Melbourne AMEP learners the opportunity to practise English conversation and participate in the 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"> - Tutor a learner in English language and settlement - Meet at a mutually convenient, pre-arranged time each week - Attend ongoing VTS professional development workshops and social gatherings as needed (these are currently conducted online) - Contact VTS staff if you are concerned about your own, or a learner’s welfare - Respect the rights and privacy of your learner - Inform VTS Office if your availability changes - Give two weeks’ notice before withdrawing from the program - Complete an Exit Survey
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>