Volunteer organisation	Melbourne Adult Migrant English Program Volunteer Tutor Scheme
Role	**Melbourne AMEP Volunteer** **English for the Workplace Tutor**
Approximate number of hours required	One hour per week for at least six months following training
Location	COVID restrictions allowing, we encourage all volunteers in the VTS to consider a **blended** form of interaction that is both **face to face** and **online.** *All VTS activity will be determined by the most current DHHS guidelines.*
Purpose	To offer newly arrived Melbourne AMEP students the opportunity to practise English conversation and in particular English for the workplace. Assist to prepare resume and cover letters and refine interview skills.
Supervision	Melbourne AMEP VTS staff
Pre-requisites	- Working with Children Check - Police Check (paid for by VTS) - VTS training - Work experience in Australia
Volunteer responsibilities	- Tutor a student in job-readiness skills and knowledge - Meet at a pre-arranged time each week, using resources and activities provided by VTS - Attend initial induction meeting - Attend ongoing VTS professional development workshops and social gatherings as needed (these are currently conducted online) - Contact VTS staff if you are concerned about a student's welfare - Respect the rights and privacy of students and other tutors - Inform VTS Office if your availability changes - Give two weeks' notice before withdrawing from the program - Complete an Exit Survey
Required skills and knowledge	- Proficiency in spoken and written English - Empathy and an ability to communicate with young people from different cultural and linguistic backgrounds - Reliability and punctuality
Desired skills and knowledge	- Computer skills - Experience in living in another country - Knowledge of an additional language - Volunteering or study experience in Australia - Previous tutoring experience

	- Driver's license (relevant for face-to-face tutoring after restrictions ease) **No reimbursement for travel costs can be made**