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| <b>Volunteer organisation</b>               | Melbourne Adult Migrant English Program Volunteer Tutor Scheme  |
| <b>Role</b>                                 | <b>Melbourne AMEP Volunteer Conversation Club tutoring</b>  |
| <b>Approximate number of hours required</b> | One hour per week for 6 months following training   |
| <b>Location</b>                             | Online via Zoom at a set time each week, with a group of students and tutors and staff from the Melbourne AMEP VTS  |
| <b>Purpose</b>                              | To offer newly arrived Melbourne AMEP students the opportunity to practise English conversation and connect with the wider community  |
| <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> </ul>   |
| <b>Volunteer responsibilities</b>           | <ul style="list-style-type: none"> <li>- Participate in weekly Conversation Club meetings at a pre-arranged time on Zoom</li> <li>- Be willing to coordinate conversation for an individual or small group of students in a Zoom breakout room (questions and activities provided)</li> <li>- Attend ongoing training workshops and social gatherings as needed (currently conducted online)</li> <li>- Contact VTS staff if you are concerned about a student's welfare</li> <li>- Respect the rights and privacy of other tutors and students</li> <li>- Inform VTS Office if your availability changes</li> <li>- Give 2 weeks' notice before withdrawing from the program and complete an Exit interview</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 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 work 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>   |