Volunteer organisation	Melbourne Adult Migrant English Program Volunteer Tutor Scheme
Role	**Melbourne AMEP Volunteer** **Tutoring in the 'Youth Peer to Peer' Conversation Club**
Approximate number of hours required	One hour per week for at least six months following training
Location	Online via Zoom at a set time each week, with a group of students and tutors and staff from the Melbourne AMEP Volunteer Tutor Scheme (VTS)
Purpose	To offer newly arrived young Melbourne AMEP students the opportunity to practise English conversation and connect with the wider community
Supervision	Melbourne AMEP VTS staff
Pre-requisites	- Under 30 years of age Working with Children Check - Police Check (paid for by VTS) - VTS training
Volunteer responsibilities	- Participate in weekly 'Youth Peer to Peer' group meetings with young students and other tutors and staff - Coordinate small group conversations with students in a Zoom breakout room (questions and activities provided) - Respect the rights and privacy of students and other tutors - 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 - 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 - Work, 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**