



VOLUNTEER ROLE DESCRIPTION

VOLUNTEER ROLE	Room Leader
PROGRAM	Emerging Communities Education Group (ECEG)
DIRECTORATE	Children's Programs
REPORTS TO	Community Engagement Coordinator
VOLUNTEER HOURS	3 hours per week, Tuesday afternoons (from 4pm)

ORGANISATIONAL PURPOSE

The Brotherhood of St Laurence (BSL) employs over 1200 staff and is supported by approximately 1000 volunteers. Our work is focused in Melbourne and Victoria but branches out through our partners to every state and territory in Australia.

In Australia, poverty and disadvantage is experienced more in some communities than others. The focus of our work is increasingly on places as well as groups of people experiencing hardship such as early school leavers and the unemployed. We create programs which prevent and alleviate poverty during four key life stages: childhood, adolescence, midlife and retirement.

One of our priorities is to work with state and federal governments and other community organisations to grow our successful programs. BSL's approach is informed by the best evidence, including the work of our own research and policy department.

DEPARTMENTAL PURPOSE

Frankston North Children's Programs work with children and young people who attend schools in Frankston North, along with parents and locals who work within the Frankston North Community.

Through 3 distinct programs which includes the Emerging Communities Education Group (ECEG). We aim to develop the skills and knowledge of children, young people and parents who experience disadvantage through direct service provision, partnerships and community practice.

PROGRAM PURPOSE

The Emerging Communities Education Group (ECEG) promotes learning outcomes for children and their families from the Horn of Africa in the South East. Families are predominately from the South Sudanese community and may be experiencing disadvantage and/or be at risk of disengaging from education due to low literacy skills and limited access to resources.

The program is place based with the core purpose to strengthen education engagement, social inclusion and the health and wellbeing of young people and their families from migrant and refugee backgrounds.

The program is designed to support the different needs within a family unit and our participants engage in programs tailored to early years, primary, secondary and parent education.

Other activities including swimming, holiday programs and recreational opportunities run at a variety of locations, delivered at times suitable for ECEG program participants within the community. Based on a holistic approach, this program supports children who have experienced educational and environmental disruption and trauma and is designed to strengthen their social capital, literacy, numeracy and language skills and improve both child and family health and wellbeing. ECEG encompasses multi-generational and diverse learning opportunities.

Delivered in partnership with Woodleigh School, the ECEG Program is delivered on a Tuesday at Monterey Secondary College during the school term.

ROLE PURPOSE

Room Leaders support participants who are grouped into age based activities: Early Years, Primary School (Junior), High School (Senior) and Mothers. Room Leaders assist with the general support and supervision of their room. Room Leaders also support the student's learning, wellbeing and participation in program activities.

As part of this program you will be offered induction, Cultural Awareness Training and other ongoing training as required.

ROLE TASKS

- Assist with program set up and pack up, as required
- Mark attendance
- Partner Volunteer Tutors with participants
- Provide supervision and general support in a group setting
- Positive role modelling and sharing of skills
- Support students to understand, participate in and feel as though they are a part of Australian culture
- Develop strong and engaging relationships based on trust and respect
- Provide support and positive leadership to other volunteers
- Communicate regularly with Community Engagement Coordinator on student progress and any issues of concern
- Attend induction and training as required

WE ARE LOOKING FOR SOMEONE WHO:

- Has demonstrated experience in leadership, education, problem solving and collaboration
- Is passionate about supporting children from culturally diverse backgrounds
- Has an interest in education, supporting student creativity and skill development
- Is committed to attending the program at the designated time once a week during the school year
- Understands and values diversity
- Demonstrates friendly, positive, polite and helpful attributes
- Can relate to children and adults from culturally diverse backgrounds

- Has excellent communication skills and is confident in tutoring students with English as a second language
- Is eager to contribute to a team environment
- Wants to contribute to the objectives and ongoing development of the ECEG program
- Understands and is committed to the values of BSL

WE ARE ESPECIALLY EAGER TO INVOLVE PEOPLE WHO HAVE:

- Demonstrated experience supporting children and young people from emerging communities, particularly those from refugee backgrounds AND/OR
- Experience supporting children with complex needs
- Relevant qualifications in teaching, social sciences, community services, childcare or other related fields

ORGANISATIONAL RELATIONSHIPS

Internal Liaisons: Frankston North Childrens Program staff and volunteer team.

External Liaisons: Clients of the above mentioned program. Community organisations, schools, local businesses and visitors including members of parliament. MPs

CONDITIONS OF VOLUNTEER INVOLVEMENT

1. This role requires both police and working with children checks. Your volunteer role will not begin until the necessary checks are complete.
2. In response to the COVID-19 Pandemic, is is a requirement that all staff and volunteers are fully vaccinated (or have a medical exemption) prior to engaging in a face-to-face role. For staff and volunteers participating on site at a School, in Aged Care or NDIS role is is a government requirement that you must also have had your COVID-19 booster.
3. Volunteers are requested to take responsibility for their own and others' workplace health and safety and to adhere to policies which keep the Brotherhood of St Laurence a workplace committed to equal opportunity, free from discrimination and harassment.
4. All BSL volunteers must be eligible to volunteer in Australia.

AGREEMENTS

I understand that I am a volunteer who contributes my time and effort without expectation of remuneration.

I understand that as a volunteer I am required to adhere to Brotherhood of St Laurence policies, procedures and the Code of Conduct.

In the event of injury sustained in performing my volunteer role I understand that I can make a claim against the Brotherhood of St Laurence’s insurance policy for 85% of my non-Medicare costs up to the relevant policy maximums. Activities taken on my own initiative outside of this role are at my own risk.

I undertake to keep all personal or sensitive information about customers and participants, other volunteers and the BSL team in the strictest confidence by only discussing such details within the bounds necessary to undertake my duties and responsibilities as a volunteer with the Brotherhood of St Laurence.

Volunteer Name: _____

Volunteer Signature: _____

Date: _____

Supervisor Name: _____

Supervisor Signature: _____

Date: _____