



Role description: English Class Volunteer

This role requires a volunteer to help facilitate weekly English classes alongside other tutors.

In all that we do, NNC is committed to social justice and belonging. We want to create a more vibrant, inclusive and equitable community.

The primary purpose of the role is to support a team of English tutors to run weekly conversational English Class sessions. The class size varies from 13-20 members, and participants have various degrees of English language proficiency. The Volunteer may act as runner for the tutors, grabbing photocopies of learning resources or other required materials for the class. When there is a need to split the class into smaller learning sessions, the volunteer may take the provided class materials and facilitate this learning nearby.

Time Required is 1.5 hours from 10:30am-12pm on a Monday and/or Wednesday.

Key attributes and requirements:

- Commitment Newtown Neighbourhood Centre's values of promoting a fair and inclusive community.
- Excellent communication and interpersonal skills.
- A friendly disposition and approachable nature.
- Ability to engage with people of all ages and from all backgrounds.
- Adaptable to different environments and situations.
- Capacity to stay calm under pressure and ask for help or advice if needed.
- Willingness to undertake and attend training days.
- Able to commit to an allocated shift once a week
- An interest in current affairs and social justice issues.
- A commitment to adhere to NNC's privacy and confidentiality policies.

Duties:

- Assisting tutors with getting photocopies/scanning of resources on-site at NNC
- Setting up and packing down the learning spaces on-site at NNC
- Providing physical access to the building and learning areas for English Class Participants
- Facilitating learning in a smaller group when the class breaks out into sessions
- Taking attendance of participants at each class

Other duties may include:

- Assist taking the group on infrequent outings to Sydney Park when doing a walking lesson
- Making class participants aware of other resources or events happening at NNC they may be interested in

Reporting procedures:

The volunteer will report directly to Mike Petersen, Community Strengthening Coordinator, and Tom Mc Donald (CST Team Manager).

Required hours:

- 10:30am-12pm repeating weekly on Mondays and/or Wednesdays

Requirements:

- Working with Children Check (WWCC)
- NSW Police Check
- English as your first language
- Friendly and approachable, with patience for a diverse group of adults with various English skill levels
- Group facilitation or previous teaching experience of any kind is desirable, but not essential.

Contact: Volunteer Coordinator Vita Morgan by emailing: vita@newtowncentre.org