VOLUNTEER POSITION DESCRIPTION
Conversation Circle – English Tutor

Objective:
Assist and encourage participants, who are newly arrived in Australia, to practice and learn basic English in order to enhance their skills and opportunities.

Tasks/Duties:
Provide group and one to one assistance to participants to engage in English conversation in order to improve their language skills and gain confidence. Conversation Circle takes place in a casual and relaxed atmosphere and is supported by library resources and staff.

Skills and other requirements:
- Commit to a minimum of one school term
- Good communication skills
- Patience and tolerance
- Understanding and respect of our diverse community
- Punctual and reliable
- Ability to work as part of a team
- Ability to work in a one to one setting
- Ability to take directions from staff
- Police check at Council expense
- Working With Children Check may be required
- Maintain client confidentiality
- Adhere to the Occupational Health and Safety practices

Time commitment:
1.5 hours once a week – during school terms.

Location of position:
Library, City of Greater Dandenong Office, 225 Lonsdale Street, Dandenong
Underground 2 hour free parking is available at these offices

Support/training:
Your first line of support will be library staff 8571 1438 followed by the Volunteer Co-ordinator, 8571 5335.

In addition, volunteers are offered the opportunity to attend a minimum of four training sessions throughout the year to improve their skills in areas such as emergency first aid and manual handling and diversity.

Two formal volunteer recognition events will be held annually.

Contact Person:
To express interest in this volunteer position please contact Trish Roche, Co-ordinator, Volunteer Program on 8571 5335 email proche@cgd.vic.gov.au
GREATER DANDENONG
AN ORGANISATION OF EXCEPTIONAL CHARACTER

**Respectful**
- We respect and care about our community, each other and ourselves.
- We act with integrity at all times and in all matters.
- We take time to listen to and seek to understand the other point of view.
- We strive to understand and respect the diversity of our community and our workplace.
- We understand our role in the community and respect the responsibility that comes with it.

**Engaged**
- We listen to our community and respond.
- We work together with our community and each other, to achieve the best outcome.
- We have the confidence to challenge the status quo, to reach for better outcomes.
- We are action-oriented in identifying and responding to new challenges.

**Accountable**
- We are proud of our city, our community and our achievements.
- We spend our time and effort on solutions rather than looking for someone to blame.
- We take responsibility for our actions.

**Creative**
- We care about getting the best outcomes.
- We constantly ask: What’s the future and what’s possible?
- We have the courage to try new ideas.
- We strive for excellence in everything we do.

**Honest**
- We tell the truth, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, evidence based research.
- We act with humility and apply the highest standards of ethical behavior to everything we do.