

# 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](mailto:proche@cgd.vic.gov.au)

# GREATER DANDENONG AN ORGANISATION OF EXCEPTIONAL CHARACTER



- 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.



- 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.



- 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.



- 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.



- 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.



GREATER  
DANDENONG  
*City of Opportunity*