

POSITION DESCRIPTION  
TUTOR – COMPUTER SKILLS [VOLUNTEER]

Position	Tutor - Computer skills [Volunteer]
Program	Learn Local Program
Term	14 February to 4 April 2022 [Term 1] with potential for it to be ongoing for subsequent terms
Time commitment	1 shift per week, Monday 10:00am-1:00pm 3 hours [2 contact hours plus 1 hour prep & pack up]
Location	198 Napier Street, Fitzroy 3065
Reports to	Community Programs Coordinator
Working relationships	FLN team, students

Fitzroy Learning Network vision	<i>Our vision is of a strong, fair, inclusive, and engaged community:</i> a community where everyone understands and can exercise their rights and responsibilities and where they are able to access the resources, networks and support they need to realise their aspirations.
Organisation overview	<p>Fitzroy Learning Network [FLN] is a not-for profit Neighbourhood House and Registered Training Organisation, offering classroom, workshop, and individual mentoring programs. Focusing on community members from Culturally &amp; Linguistically Diverse (CALD) backgrounds, program content ranges from English language and computer skills; to CV writing and workplace etiquette; to video making and sewing skills. All programs work to build knowledge, skills, courage, and confidence. Our focus is personalised, maximizing the impact on individuals. For over 30 years, trained teachers and volunteers have worked with adults and young people to make a positive impact on people’s ability to build independence and become engaged in community.</p> <p>For more information, please visit our website <a href="http://www.fln.org.au">www.fln.org.au</a>.</p>
Role Purpose	<p>The tutor supports students to develop essential digital literacy skills. These include finding and using information using the internet, using digital devices and online communication platforms.</p> <p>In this role you will support adult students to practise and complete activities from the Friday computer class.</p> <p>You will support students to:</p> <ul style="list-style-type: none"> <li>• Participate and confidently lead the homework group.</li> <li>• Practise the basic functions, settings, and tools from Microsoft office.</li> <li>• Practise and develop understanding of the exercises as delivered in the Friday computer class</li> <li>• Encourage students to take part in discussions</li> <li>• Complete class administration tasks – class role</li> </ul> <p>The Monday practice session complements the Friday computer class for beginners providing the students an opportunity to practise what they have learnt.</p>

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<p>Key Responsibilities</p>	<p><b>The key objectives for this position include:</b></p> <ul style="list-style-type: none"> <li>• Explaining to students how to navigate a laptop, use toolbars in Windows 10, and problem-solve accessing various programs</li> <li>• Engaging in class discussions, support group work and give 1:1 support as needed.</li> <li>• Supporting students to understand and complete class tasks</li> <li>• Checking in on students' progress and wellbeing and share information with staff as needed</li> </ul>
<p>What you need for this role</p>	<p>Must have:</p> <ul style="list-style-type: none"> <li>• Confidence using a computer, including a strong understanding of the fundamentals of using an operating system such as Microsoft Windows 10, email systems such as Gmail.</li> <li>• Great people skills</li> <li>• Can work respectfully with culturally and linguistically diverse people</li> <li>• Patience and problem-solving skills</li> <li>• Strong English language skills</li> <li>• Acceptable result from a police check (paid for by us), Working with Children Check and referee check (<i>Please note: we consider all applications. We do not automatically exclude people with criminal records.</i>)</li> </ul> <p>Nice but optional:</p> <ul style="list-style-type: none"> <li>• Ability to speak a language other than English</li> <li>• Experience in education, small business or craft</li> </ul>
<p>Volunteering with Fitzroy Learning Network</p>	<p>The services and programs we offer to our community would not survive without the support of our volunteer team. Volunteering at FLN is an opportunity to make a meaningful contribution, learn from other community members, and develop new skills.</p> <p>Volunteering with us, you will:-</p> <ul style="list-style-type: none"> <li>• Become a member of a volunteer team that supports your local community,</li> <li>• Experience cross-cultural learning and connection, and</li> <li>• Develop new skills and use existing expertise.</li> </ul> <p>Volunteers are offered training opportunities and we provide professional references to volunteers who work with the organisation for at least three months.</p>
<p>To apply:</p>	<p>Please send your resume with a short cover letter about why you would like to volunteer with FLN and why you will be a great tutor to:-</p> <p>Edith Benkoe Volunteer Coordinator <a href="mailto:edith@fln.org.au">edith@fln.org.au</a> 03 9417 2897</p> <p><b>Applications close at midday on Thursday 3 February 2022</b></p>