

Volunteer Position Description: Digital Literacy Classroom Assistant

Role:	Digital Literacy Classroom Assistant (Volunteer)
Time commitment:	<ul style="list-style-type: none"> • 1 shift per week, for at least 3 months • Shifts are about 1.5 hours • Classes run on different days and times
Location:	Volunteers will work from home because of COVID-19 social distancing needs. This role supports programs based at 198 Napier St, Fitzroy, 3065.
Reports to:	Teaching staff and Community Programs Coordinator
Contact:	Please direct applications and questions to Ruby Foley: ruby@fln.org.au 9417 2897

About Fitzroy Learning Network

Our vision is of a strong, fair, inclusive and engaged community.

Fitzroy Learning Network is a non-profit Neighbourhood House and Registered Training Organisation. Since the 1980s we have provided a wide range of programs and services to the Fitzroy community. We have a particular focus on refugees, asylum seekers, and people from migrant backgrounds. We recognise and use the strengths of our local community to create pathways to education, employment, wellbeing, and social connection.

We believe that the communities we support should be directly included in the way we work. For this reason, we strongly encourage applications from people from diverse cultural and language backgrounds, social housing tenants, Aboriginal and/or Torres Strait Islander people, LGBTIQA+ people, people with disabilities, and members of other marginalised communities.

We do not tolerate any form of discrimination or harassment from or towards staff, volunteers, or students. We are committed to providing a child-safe and inclusive environment. We have zero tolerance for child abuse.

For more information please visit our website www.fln.org.au

About this role

Digital literacy means being able to find and use information using the internet, digital devices and online communication platforms. **Digital Literacy Classroom Assistants** support students to develop these skills. In this role you will support adult students to participate in online Zoom classes. These include a small business start-up course, computer classes, and a craft group. Most students already have some low-level digital literacy skills.

You will support students to:

- Access Zoom meetings – this may mean calling a student to talk them through the process
- Use the basic functions, settings and tools of their computers, Zoom and other programs
- Participate confidently in the group class

You will support teachers to:

- Encourage students to take part in discussions
- Facilitate small group work – this may mean leading a small group discussion in a breakout room
- Complete class administration tasks if needed

You may also provide further one-on-one support to students over the phone or Zoom as needed.

Key responsibilities

- Help students to access Zoom to join the class on time
- Explain to students how to navigate a laptop, use toolbars in Windows 10, and problem-solve accessing various programs
- Engage in class discussions, support group work and give 1:1 support as needed.
- Support students to understand and complete class tasks
- Support teachers to effectively deliver online lessons
- Check in on students' progress and wellbeing and share information with staff as needed
- Complete an online training course about how to be a digital mentor. This takes about one hour. Volunteers will also receive ongoing support from our teaching staff and Volunteer Coordinator.

What you need for this role

Must have:

- 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, and Zoom
- Great people skills
- Can work respectfully with culturally and linguistically diverse people
- Patience and problem-solving skills
- Strong English language skills
- Your own phone and computer to use for joining classes and contacting students. Volunteers must set their phone to 'private' to keep their number hidden.
- Acceptable result from a police check (paid for by us), Working with Children Check and referee check *(Please note: we consider all applications. We do not automatically exclude people with criminal records.)*

Nice but optional:

- Ability to speak a language other than English
- Experience in education, IT, small business or craft

Why volunteer with Fitzroy Learning Network?

- Become a member of a volunteer team that supports your local community
- Experience cross-cultural learning and connection
- Develop new skills and use existing ones
- Starting and ongoing training opportunities offered
- We provide professional references to volunteers who commit for at least 3 months

How to apply

- Please email your resume to ruby@fln.org.au and tell us why you would be a great Digital Literacy Classroom Assistant.
- We are recruiting in 2020 - Please apply as soon as possible.