

Family Literacy Program Volunteer Kensington Neighbourhood House

Overview

The Kensington Neighbourhood House offers a range of recreational, social, educational and vocational classes as well as morning childcare. The programs cater primarily for disadvantaged people, families and older adults. The House's programs operate according to the principles of community development including empowerment and support to become self-determining, working to establish a just society and building a harmonious community which respects diverse backgrounds.

The Kensington Neighbourhood House is registered as a Community Provider of Education with Adult Community and Further Education.

The Family Literacy Program is an after school pilot program to assist children in grades prep to grade 4 from culturally and linguistically diverse backgrounds (CALD) with their reading and literacy skills. Parents participate in the program alongside their child to improve their own literacy skills as well as gain strategies that they can use at home to support their children with their reading.

Position Focus

Volunteers in the Family Literacy Program are responsible for providing literacy tuition to children and parents in small groups.

Internal Liaison and Management

- Manager
- Family Literacy Program Co-ordinator
- Other Program volunteers

External Liaison

- Program participants (children and parents)

Duties

- Provide literacy tuition and coaching to children and parents
- Assist program participants in choosing suitable reading resources
- Assist with any administrative tasks as directed
- Meet with the Program Co-ordinator from time to time to provide input that assists in the evaluation of the Family Literacy Program
- Attend in-house training prior to program commencement

Skills, experience, attributes and requirements

- Have good verbal communication skills
- Have the patience, enthusiasm and interpersonal skills to communicate with children
- Experience in working with people from culturally and linguistically diverse backgrounds
- The successful completion of a Working with Children Check
- Two successful referee checks
- Willingness to commit to the position for a minimum of six months (or two terms)
- Able to demonstrate an understanding of appropriate behaviours when engaging with children.

Hours and location of work

The Family Literacy Plan operates on Mondays 3.30pm-5.30pm during school terms at the Kensington Neighbourhood House. Volunteers can decide whether they would prefer to work 1 hour or 2 hours.

Volunteers are bound by the policies and procedures of the organisation as amended from time to time.

The Kensington Neighbourhood House is committed to the safety and wellbeing of children and young people accessing our service. We support the rights of the child and will act without hesitation to ensure a child-safe environment is maintained at all times. We also support the rights and wellbeing of our staff and volunteers and encourage their active participation in building and maintaining a secure environment for all participants.

Everyone working or volunteering at the Kensington Neighbourhood House is responsible for the care and protection of children and reporting information about child abuse.