



2 Snugburgh Way Epping
3076
www.cflc.org.au
e: manager@cflc.org.au
T 0400 235 529

Position Description: Homework Club Project Worker, casual

Readvertised. Previous applicants need not apply

Only Applications addressing the selection criteria will be considered

Background

Creeds Living and Learning Centre is a neighbourhood house in the culturally diverse growth areas of Epping North and Wollert. We provide opportunities for life-long learning, skills development, information sharing, social and recreational activities, community connection and development.

Creeds Farm Homework Club has operated since 2015, providing after school educational assistance to primary and secondary students. Our Homework Club runs one afternoon per week during school terms and is staffed by a Project Worker with the assistance of volunteer tutors. Between five and fifteen children usually attend. We normally have from one to five volunteer tutors who are managed and directed by the Homework Club Project Worker. Volunteers come from a wide range of backgrounds and have often included trainee teachers on placement, parents and other community members.

The Creeds Farm Homework Club aims to develop young people's confidence, helping them participate, both socially and academically in school in meaningful ways. The engagement of parents/families is a key element of our program. The Homework Club is particularly aimed at refugee and recent arrival students and students who are economically or socially disadvantaged.

Creeds Farm Homework Club has been in recess since March 2020 due to the pandemic. We will be starting again in March 2021 in a council venue as our building undertakes extensive repairs.

Key Responsibilities

- Plan and facilitate Homework Club – In person, weekly 2 hour sessions during school term supplemented with on-line learning support when appropriate.
- Induct and manage volunteer tutors
- Manage record keeping
- Provide regular reports to the Manager

Selection Criteria

Note: Only Applications addressing the selection criteria will be considered.

- Previous success in a similar role.
- Previous success in volunteer engagement and volunteer management.

- Demonstrated knowledge of primary and secondary education systems in Victoria.
- Demonstrated ability to maintain positive working relationships with children attending homework Club, their families and schools, other Creeds Farm staff, volunteers and visitors to our centre. Previous success in working with diverse individuals and groups.
- Demonstrated success in providing on-line learning support to school students.
- Demonstrated knowledge of Victorian Child Safe Standards.
- Ability to deliver programs with Covid Safe practices.

Qualifications and Experience

Qualifications in primary or secondary education and/or Youth Work with an educational focus, will be well regarded.

Hours

3.30-6.30pm on Tuesdays during school terms.

Salary

\$45 per hour plus super.

Organisational relationships

The position reports to the Manager and works under general direction.

The position supervises volunteers.

Key Dates

Applications close 11pm, 7/03/2021.

Position commences, 16/03/2020.

Position ends 10/09/2021 with extension depending on funding availability.

Other

Current Working with Children Check and/or VIT registration and a Police Check is required.

Application process

Please send applications to manager@creedsfarm.org.au

For more information, please contact Max Sargent, Manager on 0400 235 529.