

**Program Co-ordinator
Kensington Neighbourhood House
Study Support Program**

Overview

Kensington Neighbourhood House offers a range of recreational, social, educational and vocational classes as well as morning childcare. Our 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 Study Support program provides learning support to school students (Prep – Year 12) who live in the Kensington public housing estate. The program assists in developing young people's confidence and helping them socially and academically to participate in school in a more meaningful way. In particular, the program focuses on literacy, numeracy, homework support and study skills.

Purpose of Role

The Study Support Program Coordinator is responsible for the planning, operation and evaluation of the Study Support Program. They will recruit, screen, induct and supervise volunteers, oversee the delivery of the program and conduct monitoring and evaluation processes.

Internal Liaison and Management

- Manager, KNH
- Other Study Support staff
- Volunteer tutors

External Liaison

- Program participants
- Parents of program participants
- Unison Housing representatives
- Grant providers

Key Accountabilities

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| Program Coordination | <ul style="list-style-type: none">• Establish and maintain relationships with key stakeholders eg. Students, parents, volunteers, community leaders• Assist with setting up the Study Support space twice a week• Prepare activities and resources for Prep – Grade 2 group once a week• Record student and volunteer attendance• Conduct regular monitoring and evaluation activities and provide reports each term |
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- Be responsible for implementing child safety procedures, monitoring child safety in the program and escalating child safety issues according to organizational policies and procedures
- Participate in homework club coordinator's network run by the Centre for Multicultural Youth.

Student Management

- Develop positive, friendly, welcoming relationships with students and families
- Monitor participation of each student and ensure they are engaged in learning
- Maintain student enrolment records, attendance records and consent forms

Volunteer Management

- Screen, select and induct volunteers (KNH will advertise and provide applicants for screening)
- Ensure all volunteers have a current Working With Children Check and abide by the KNH Code Of Conduct For Staff & Volunteers Working With Children & Young People
- Provide regular training opportunities for volunteers
- Match volunteers and students according to skills, abilities and student comfort
- Provide support and supervision to volunteers as required

Key Selection Criteria

- Qualifications in a relevant discipline, including education, social work, community development *OR* significant experience in a similar role.
- Knowledge of the Victorian education system
- Experience working with young people from refugee and migrant backgrounds.
- Excellent organisational skills, including time management, setting priorities and working within deadlines
- Ability to use own initiative and come up with program ideas and activities in response to children's needs.
- Able to demonstrate an understanding of appropriate behaviour when engaging with children.
- Ability to work independently and lead a team of volunteers
- The successful completion of a Working with Children Check and a National Police Check
- Two successful referee checks

Wages and Conditions:

- This is a 12 month part-time position classified under the Neighbourhood Houses and Adult Community Education Centres Agreement 2016, SCHADS 4, Level 1. Pay rate is \$36.62/hour plus 9.5% superannuation. There is the potential to extend this role beyond 12 months.
- 12 hours per week, **including Mondays 5.00pm – 7.30pm and Wednesdays 5.00pm – 7.30pm** at Kensington Neighbourhood House. Remaining hours can be worked on site or from home.
- Staff are bound by the policies and procedures of the organisation as amended from time to time.

Relationship to Performance Development & Review Plan

This position description operates in conjunction with, and forms part of, the relevant individual Performance Development Review Plan. An initial performance review will take place six months following commencement of employment and then on an annual basis.

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.

I have read, understood, and approve the above position description:

Manager's Name: _____

Manager's Signature: _____

Date: ____ / ____ / ____

I have read, understood and accept the above position description:

Employee Name: _____

Employee Signature: _____

Date: ____ / ____ / ____