

Position Description: Volunteer

Organisation: River Nile Learning Centre (RNLC)

Role Title: Volunteer

Location: Level 2, 117 Capel Street North Melbourne 3051

Reporting To: Designated classroom teacher on the day / Education Coordinator

Overview:

The River Nile Learning Centre (RNLC) provides free education and self-development opportunities to refugee, asylum seeker, newly arrived, and migrant women whose age, visa status, or personal circumstances prevent them from enrolling in formal education or employment programs. Our core programs include foundation English, digital, and numeracy classes, complemented by essential services such as food relief, driving lessons, public transport cards, and social support.

RNLC operates with flexibility, offering lessons over four days per week to accommodate students' schedules. We adopt a holistic, trauma-informed approach to address the unique educational and support needs of each student. This approach allows us to adapt and respond to the evolving needs of the women and families we support.

RNLC works with four main types of volunteers. Each volunteer is asked to commit to 1 shift per week, with each shift running from 10am to 2pm. Days will be determined based on volunteer availability and vacant volunteering position.

We run on a Victorian public Schools term timetable and volunteers are not required to attend during school holidays.

Volunteer Requirements:

- Completion of a WWC
- Participation in RNLC's volunteer orientation and training program as required.
- Availability to commit to a regular volunteer schedule as agreed upon with the General Manager for a minimum of 6 months

Benefits:

- Gain valuable experience in non-for-profit, community service and/or education.
- Develop skills in tutoring (for Classroom Volunteers), community services, communication, and cultural competency.
- Gain relevant non-for-profit experience and build connections with like-minded professionals in the sector
- Work with individuals from diverse cultural backgrounds, fostering greater understanding and appreciation of different perspectives and experiences.
- Make a meaningful impact on the lives of refugee, asylum seeker and migrant women in the community.
- Receive guidance and support from experienced RNLC staff members.

The Role:

Classroom volunteers play a vital role in supporting the education and wellbeing program by collaborating with both students and teachers to enhance their language and technical skills. They assist in class, offering targeted support to students with higher needs or provide one-on-one/small group tutoring as directed by the classroom teachers.

Key Responsibilities:

- Working under the direction of classroom teachers, support in delivering education activities through classroom support or tutoring.
- Help prepare educational materials and resources.
- Support students with diverse backgrounds ensuring a safe and inclusive learning environment and foster a positive and encouraging atmosphere to enhance student engagement and learning.
- Communicate regularly with the classroom teacher and staff regarding support needed, student progress and any concerns.
- Participate in training sessions and team meetings as required.

Skills and Attributes:

- Strong interpersonal and communication skills.
- Ability to work effectively with individuals from diverse cultural backgrounds.
- Sensitivity and understanding of issues related to trauma and its impact on learning.
- Dependability and a commitment to the role.
- Previous tutoring or teaching experience is a plus, but not required.
- Proficiency in a language other than English is an advantage, particularly languages spoken by refugee and asylum seeker communities.
- A passion for education and community service.
- Commitment to diversity and social justice principles.

Please apply through ethical jobs with a CV and cover letter . Please feel free to reach out to Allison at allison@rnlc.org.au if you have any questions.