POSITION DESCRIPTION

everyone's family

General Information:	
Position Title:	**Learning Club Coordinator**
Incumbent:	
Function & Team/Program:	**Learning Clubs – Policy and Programs**
Location(s):	**Darwin and Palmerston (2 positions)**
Manager's Position Title:	**Team Leader**
Manager's Name:	**Suzie McGill**
Date Prepared:	**12th Nov 2026**
Prepared By:	**Program Manager Learning Clubs and TL**
Approved By:	**STM – Anthony Pfingst**

Primary Purpose of this Position ***(In one sentence - why does the role exist?)***

Is responsible for the delivery TSF Learning Clubs to engage students in their academic learning. This position includes coordination and supervision of tutors and participants, communicating and liaising with key stakeholders, maintaining appropriate duty of care and child protection policies and ensuring relevant evaluation is completed.

Scope:

Direct Reports to this Position By Position Title	**Indirect Reports** Total Number
	Tutors

Financial Dimensions controlled by this Position ***(Include key financial metrics such as revenue growth, income & expense budget, etc.)***

Direct control	Indirect control
E.g. Revenue, Operating expenditure, Capital expenditure, etc. **N/A**	**Responsible for the Learning Clubs staying within budget**

Other Dimensions of this Position

e.g. Number of programs, site responsibility, geographic spread of team

Coordinate the implementation of Learning Clubs across partner schools (*specify the location and the number of clubs if they responsible for more than one club*)

Duty of care, and WHS for the tutors and students during the learning club.

(Please note this position must be paid for a minimum of 3 hours per shift. For further details on this requirement contact HR Dept. at National office) **

For Official Use

Setting Priorities *(how is work prioritised)*	
How often does employee prioritise their own work? **Eg. Daily, weekly, monthly, annually, other**	**Weekly**
How often does employee determine the priorities of others? Eg. Daily, weekly, monthly, annually, other	**Weekly**

Key Relationships *(Who does the role interact with? List the titles of individuals, departments and organisations frequently interacts with)*	
Internal	Volunteer tutors TSF staff including Program Coordinator, Team Leader
External	TSF Students and their families Key stakeholders and partners including TSF partner schools, local universities, local councils and other community agencies.

Key Decision Making in this Role: *(What are the key decisions and recommendations made in this role?)*

Decisions Expected

Weekly decisions regarding the administration and delivery of the club.

Recommendations Expected

Providing recommendations to Program Coordinator in regard to volunteer tutor engagement and recognition.
Providing recommendations regarding student engagement and supervision.

Key Responsibilities / Accountabilities:	
Major Area: Organisation of the Learning Club	**% of Job: 80%**
Facilitate the development of session plans in partnership with key partners including schools, university and utilising TSF Digital Resource Library where applicable.	
Responsible for weekly management and administrative tasks for smooth and efficient running of the Learning Club.	
Responsible for supervising and supporting volunteer tutors to implement learning practices during Learning Club sessions.	
Responsible for ensuring the duty of care of volunteer tutors and TSF child protection policy is implemented for the duration of the club.	
Responsible for ensuring supply and maintenance of resources for each learning club session	
Major Area: Communication	**% of Job: 5%**
Responsible in conjunction with Program Coordinator for communication with key stakeholders as per agreed in partnership agreement	
Ensure regular communication is maintained with The Smith Family Program Coordinator on the overall delivery of the club and matters relating to student safety, health and welfare. The Smith Family Program Coordinator is kept informed of the overall delivery of the club and is accountable for escalating matters relating to student safety/health /welfare.	

For Official Use

Ensure regular communication is maintained with School staff around student needs, behaviour management and attendance.	
Liaising with students' parents/ carers at pick up or drop off times.	
Major Area: Administration	**% of Job: 15%**
Ensure that Learning Club application and consent forms are completed and returned by all participants.	
Assist with gathering and collating data for national evaluation purposes.	

Key Challenges in Achieving Goal(s): ***(What are the key challenges faced by this role in meeting goals/objectives)***

Ensuring effective and successful relationships are maintained with key stakeholders.

Contributing to volunteer tutor engagement and satisfaction in the Learning Club setting.

Qualifications, Experience and Competencies: ***(What background, knowledge, experience or competencies are required to perform the role at the expected level?)***

Education / Qualifications / Memberships:	**Essential**	**Desirable**
	N/A	**Diploma of Education**
Experience:	**Essential**	**Desirable**
	Experience in working with children in an educational setting. Knowledge of issues affecting disadvantaged students Excellent organisational skills High level of Literacy skills, including written, verbal, and computing skills High level of Numeracy skills Ability to relate effectively with students, tutors, and other stakeholders	Ability to work independently as well as part of a team. Experience in working with disadvantaged communities. Experience in management of volunteer tutors
Competencies:	**Essential**	**Desirable**
	Professional approach Participation in collective decision-making Accountability and responsibility for work outcomes Respect for individuals Demonstrated commitment to learning, developing skills, and sharing knowledge. Ability to maintain a safe and harmonious workplace for students and volunteers.	Ability to live by the organisation's values and behaviours in their daily work.

For Official Use