



Position Title:	Education Program Volunteer
Location:	Various
Reporting to:	Education Program Coordinator
Direct Reports:	Nil

ORGANISATIONAL CONTEXT

Our Vision

The Society aspires to be recognised as a caring Catholic charity offering 'a hand up' to people in need. We do this by respecting their dignity, sharing our hope and encouraging them to take control of their own destiny.

Our Mission

The St Vincent de Paul Society (the Society) is a lay Catholic organisation that aspires to live the gospel message by serving Christ and the poor with love, respect, justice, hope and joy, and by working to shape a more just and compassionate society.

Our Values

- **Commitment:** Loyalty in service to our mission, vision and values
- **Compassion:** Welcoming and serving all with understanding and without judgement
- **Respect:** Service to all regardless of creed, ethnic or social background, health, gender, or political opinions
- **Integrity:** Promoting, maintaining and adhering to our mission, vision and values
- **Empathy:** Establishing relationships based on respect, trust, friendship and perception
- **Advocacy:** Working to transform the causes of poverty and challenging the causes of human injustice
- **Courage:** Encouraging spiritual growth, welcoming innovation and giving hope for the future

Our Services

The St Vincent de Paul Society's members and volunteers provide practical support, advocacy and friendship to the most vulnerable in our community.

Key services include home visitation; youth programs; soup vans; assistance for asylum seekers and refugees; education and tutoring; overseas development programs and a range of accommodation and social services through the VincentCare Victoria network.

Volunteer service is the backbone of the St Vincent de Paul Society. The Society is made up of dedicated 'members'; all who volunteer their time to undertake a range of community support activities at a local level ('conference'), semi-regional level ('regional'), regional level ('central'), and state level ('state'). There are also a number of volunteers who form part of collaborative state and national committees, special works and also service the Vinnies Shops.

The St Vincent de Paul Society in Victoria has more than 3,458 members and 8,660 other volunteers. In Australia, there are 19,950 members and 38,025 volunteers. Internationally, the Society operates in 150 countries and has over 800,000 members and volunteers.



Our Child Safety Commitment

St Vincent de Paul Society (the Society) is committed to the safety and wellbeing of all children and young people. Our members, volunteers and employees understand that child safety is everyone’s responsibility and is at the center of all that we do and every decision we make.

We have zero tolerance for child abuse or neglect.

We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect them. This includes but is not limited to the cultural safety of Aboriginal & Torres Strait Islander children, children from diverse cultural, linguistic, and/or religious backgrounds, children who identify as lesbian, gay, bisexual, transgender, queer, intersex, asexual (LGBTQIA), and children with a disability.

Whilst all Society programs and activities may not involve regular contact with children by members, volunteers and employees, it is the decision of the Society State Council that all Society programs and activities will be subject to the Child Safety Policy.

PURPOSE OF THE ROLE

This volunteer position is within the Education Program of the St Vincent de Paul Society in Victoria. The role works with young people to promote social, emotional, and academic confidence through participation in education programs conducted outside school hours. It is expected that this role would include around 2-3 hours of volunteer time per week for a minimum 6 month commitment.

KEY ACCOUNTABILITIES

Key Accountability	Deliverables
Commitment	<ul style="list-style-type: none"> Attend the program regularly for the specified time (specific to the individual program) Assist with the supervision of students during the program, including during break times Assist with set up, pack up, food preparation or serving and maintenance of resources and equipment
Student Engagement	<ul style="list-style-type: none"> Facilitate discussion and activities for individual and small groups of students Use a variety of suitable interventions to meet individual student learning and behavioural needs Use a variety of appropriate preventative and responsive engagement strategies to encourage student participation Maintain confidentiality and source appropriate support (including from the program coordinator) for student wellbeing concerns Encourage a growth mindset and work within a strengths based approach
Administration	<ul style="list-style-type: none"> Use technology to support learning as needed Maintain accurate and up to date records for student goals as needed
Stakeholder relationships	<ul style="list-style-type: none"> Respond appropriately to the feedback or concerns of students and parents
Child Safety	<ul style="list-style-type: none"> Ensure all activities are within the St Vincent de Paul Society Codes of Conduct Be familiar with child safe responses



Contribute to the organisational culture	<ul style="list-style-type: none"> • Demonstrate understanding and empathy with the mission and ethos of the St Vincent de Paul Society and ensure the Society's values are incorporated into all aspects of the performance of the role • Actively support the relevant policies and procedures of the organisation • Actively participate in debriefings, training, etc. as needed • Discourage negativity and encourage a positive outlook • Promote a growth mindset in all the we do
Safety	<ul style="list-style-type: none"> • Take reasonable care for your own safety and that of others that may be affected by your actions or lack of actions • Identify and report hazards within 24 hours of them occurring • Manage day to day risks in line with policy and procedures • Maintain necessary child safety and health safety compliance checks

POSITION CONTACTS

Most Frequent Contacts	Internal/ External	Nature or Purpose of Contact
Education Program Coordinator	Internal	<ul style="list-style-type: none"> • Support, reporting and interaction
Other Volunteer tutors	Internal	<ul style="list-style-type: none"> • General contact and support
Students	External	<ul style="list-style-type: none"> • Social and academic assistance while at the program
Parents	External	<ul style="list-style-type: none"> • Assistance with enrolment, day to day questions on arrival or pick up
Staff of St Vincent de Paul Society	Internal	<ul style="list-style-type: none"> • As required

KEY REQUIREMENTS

Qualifications

- No formal qualifications are required
- A relevant degree in Education, Special Education, Speech Pathology and/or Social Work is desirable but not mandatory
- Interest in working with young people to develop literacy, numeracy, social and emotional competency.

Knowledge / Experience

- Demonstrated ability in Numeracy and Literacy
- Understanding of working with Culturally and Linguistically Diverse students and students experiencing disadvantage
- Understanding of the diverse needs of students
- Understanding of child safe practices and their implications for working in educational settings



Skills

- Able to facilitate discussion and activities for small groups of school students
- Able to build rapport with young people and other adult volunteers, ability to work as a team.
- Excellent communication skills – verbal and written
- Able to follow instructions and to work collaboratively to achieve common goals

Attributes

- Empathy and understanding of the mission, vision and values of the St Vincent de Paul Society
- Commitment to growth mindset vs fixed mindset and strengths based approaches
- Flexibility and adaptability

Time Commitment

- 2-3 hours of volunteer time per week for at least 6 months

Other Requirements

- Working with Children Check (WwCC)
- National Police Check to the satisfaction of SVDP
- Food handling certificate
- Child Safety Survey - St Vincent de Paul Society is committed to child safe practices
- Volunteers must have the right to work/volunteer in Australia – either by being an Australian Citizen, a Permanent Resident, or by holding a valid work permit/visa

NOTE

This position also requires the following:

- A telephone interview
- 2 referees
- Completion of all child related and health and safety compliance processes
- Attendance at an induction
- Participation in regular PD, online or onsite training

Probationary Period

After registration and WWC completed, all potential volunteers must visit the program then complete all necessary compliance processes to be appointed volunteer in an education program.

THE LIST OF RESPONSIBILITIES HEREIN IS NOT INTENDED TO BE ALL-INCLUSIVE, AND MAY INCLUDE ADDITIONAL RESPONSIBILITIES AS REQUIRED AND ASSIGNED. IT MAY BECOME NECESSARY TO MODIFY/CHANGE THESE POSITION RESPONSIBILITIES FROM TIME TO TIME.