



## Position Description

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<b>Position:</b>	Individual Tutoring Program Coordinator
<b>Organisation:</b>	Embrace Education - Monash University Chapter
<b>Location:</b>	The program is based at Monash University, Clayton Campus. Travel within metropolitan Melbourne may be required (particularly within Melbourne's South East suburbs)
<b>Position Dates:</b>	Commencing 1st January 2020 (Minimum 12-month commitment)
<b>Hours:</b>	10-15 hours per week. Working hours are reliant on case-load, and increase at the start of the school year.
<b>Compensation:</b>	\$22/hour + 9.5% superannuation + annual leave (pro-rata) (Permanent Part-Time Employment)

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## Organisational Context

Embrace Education is a vibrant, student-run non-for-profit organisation based in Melbourne, Victoria. We provide educational support and mentoring to disadvantaged high school students, particularly those from refugee, recent migrant and low socioeconomic backgrounds. Our primary focus is providing these students with free tutoring, using our enthusiastic volunteer tutors to assist them.

Tutoring takes place through four key programs:

1. Individual Tutoring: one-on-one tutoring sessions held at public libraries
2. Homework Clubs: group sessions held after school for any students to receive assistance
3. In-School Tutoring: support given to teachers during class time
4. Hands on Health: a program of group and individual tutoring and other educational opportunities offered to students interested in pursuing a career in the Health Sciences, run in conjunction with the Faculty of Medicine, Nursing and Health Sciences (Monash University).

Embrace also provides significant material support to local students and schools, including donated textbooks. Additionally, Embrace seeks out further educational support opportunities for students, such as attendance at VCE revision lectures and seminars.



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## The Position

The Individual Tutoring Program (ITP) Coordinator will be one of the primary coordinators of Embrace Education's activities within the South-Eastern suburbs of Melbourne, operating out of Monash University's Clayton Campus. They will be involved in Embrace's volunteer recruitment, training and support processes at Monash, working alongside the other program coordinators and the recruitment and training officers.

The coordinator will be required to match tutors to the student applications that come through from the website. You will be the first point of contact for referrers and tutors within the program. The job will involve maintaining regular contact with each individual tutor, managing tutor reports, student evaluations and liaising with community services staff to ensure continued support for Embrace Education's Individual Tutoring students.

Staff members **must** attend a weekly meeting, either with the full committee or staff-only (alternating weekly). Furthermore, it is the responsibility of all staff to liaise with one another (in-person or via email) regularly, to ensure that key strategic objectives are being met, and all programs are functioning optimally.

On a day to day basis, the role involves:

- Checking emails daily and responding within a reasonable timeframe
- Checking that subject areas indicated by referrers meet the student's needs
- Calling tutors on the waiting list for Individual Tutoring to inquire whether they could tutor the student in need and travel to the designated libraries
- Checking that each of the tutors' WWCC checks are up-to-date and valid
- Maintaining a list of the active volunteers in the program
- Calling students and tutors experiencing issues in the course of their tutoring. This may sometimes involve calling caseworkers directly
- Meeting with tutors and passing on donated goods to give to their students
- Regular communication, including meeting with fellow staff members, to allow for the sharing of expertise and ensure cohesive functioning of all Embrace programs



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## Key Responsibilities

The work areas of the position include, but are not limited to:

- Maintaining the administrative records of Embrace Education and ensuring effective communication and transfer of information within the organisation among individual tutors, the executive committee and staff
- Mediating between tutors and students if issues arise
- Contributing to strategic planning and organisational effectiveness of Embrace Education, including attendance of mandatory fortnightly committee meetings
  - Due to the nature of the organization, these meetings may occur outside of standard business hours (e.g. between 6pm-7pm)
- Increasing and developing partnership for more student referrals
- Actively working towards the growth of the Individual Tutoring Program, including strengthening recruitment of tutors and driving demand for the program
- Assisting Embrace Education with other tasks as requested

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## Key Selection Criteria

1. Comprehensive organisational and administrative skills and effective time management
2. Excellent interpersonal skills, including verbal and written communication skills
3. Ability to show initiative and work autonomously
4. Passion and enthusiasm for social justice and the values of Embrace Education
5. Experience in leadership and working in a team
6. Understanding of general administrative requirements including filing and a high standard of competency with a computer
  - A solid understanding of word processing and spreadsheets
7. An understanding of and empathy towards the challenges faced by culturally and linguistically diverse secondary school students
8. Regular access to a computer or laptop with internet access

The following are not essential, but may be viewed favourably:

- Experience in the management of not-for-profit organisations or other registered bodies
- Experience working or volunteering with refugee, migrant and/or disadvantaged communities
- Experience in tutoring or teaching



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## Personal Attributes

*Drive:* Enthusiastic and committed to our goals

*Reliability:* Completes tasks on time and with high attention to detail

*Integrity:* Maintains high ethical standards and is trustworthy

*Versatility:* Able to complete a broad range of tasks effectively and adapt to changing responsibilities at different points during the year

*Empathy:* Sensitive to people in disadvantaged situations

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## Application Process

*The administrative and strategic support afforded by this position will greatly increase the assistance provided by Embrace to students from refugee and other underprivileged backgrounds, and will make a considerable positive impact on their lives. We request that applicants ask themselves whether they are passionate about furthering the aims of Embrace Education, and whether they genuinely believe that they have the talents and dedication to make the outlined goals of the position a reality.*

Applications should consist of a:

1. Covering letter of no more than one page in length to introduce yourself, your background and your motivations for applying
2. Resume
3. Response to Key Selection Criteria of no more than two pages, addressing how you meet each of the stated requirements

Applications should be sent to [president.monash@embrace-education.org](mailto:president.monash@embrace-education.org) by **5pm, Friday the 15<sup>th</sup> of November 2019**. Applications received after this deadline will not be considered.

Successful applicants will be contacted for an interview to be held in the week of **25 November 2019**, and will be required to undergo a National Police Check (NPC) and Working with Children Check (WWCC).

Embrace Education is an equal opportunity employer. Applicants from all backgrounds, including those who identify as Indigenous, Refugee, Culturally or Linguistically Diverse, or LGBTI, are encouraged to apply.

Any questions in relation to the applications process can be directed to Daniel Yan, President - Embrace Education (Monash University), at [president.monash@embrace-education.org](mailto:president.monash@embrace-education.org).