



ALDINGA COMMUNITY CENTRE

VOLUNTEER COMPUTING TUTOR POSITION DESCRIPTION

Volunteer Computer Tutor

Volunteers play an important role at Aldinga Community Centre through giving their time and skills freely to make a difference in local communities. With over 60 volunteers involved in many different programs, we are committed to providing a rewarding and mutually beneficial volunteering experience. We follow best practice in volunteer management through adopting the Volunteering Australia National Standards.

The Volunteer Position Description is designed to ensure that the aims and objectives of each program are being met, the rights of volunteers and clients are protected, and there is a clear understanding of the activities to be undertaken by the volunteer.

Position Title	Volunteer Tutor
Section:	Centre Programs - Computing
Reports To:	CDO

Program Purpose	The Centre aims to provide opportunities for the community to gain IT skills which assist them to actively participate in all aspects of community life.
Volunteer Hours:	
Days:	
Times:	
Purpose:	To assess the individual needs of the client to deliver quality computer training and support to participants in a professional manner.

Responsibilities	<ul style="list-style-type: none"> ▪ Provide appropriate training to meet individual client needs. ▪ Maintain good customer service standards and principles. ▪ Ensure all computers and office equipment is protected and maintained. ▪ Maintain a confidential environment; the Centre aims to provide opportunities for the community to gain IT skills which assist them to actively participate in all aspects of community life. ▪ Ensure security of centre software. ▪ Adhere to all Safe Work Procedures. ▪ Compliance with Centre policies and procedures with respect to Equity and Diversity and Work, Health and Safety and Injury Management. ▪ Work within the guidelines of this position description and adhere to all policies, procedures and guide lines pertaining to the volunteer role, in particular the Volunteer Management Procedure, Volunteer Agreement and the Volunteer Code of Conduct. ▪ Willingness to attend regular training and other meetings for volunteers as required for your role. ▪ Other duties as requested by the Community Development Officer or Team Leader.
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Key Attributes:	<ul style="list-style-type: none"> ▪ To work as a member of a team. ▪ National Police Certificate.
<i>Knowledge</i>	<ul style="list-style-type: none"> ▪ Knowledge of customer service principles and practices.

	<ul style="list-style-type: none"> ▪ Knowledge of computers and programs.
<i>Skills & Abilities</i>	<ul style="list-style-type: none"> ▪ Good communication skills. ▪ Ability to work under minimal supervision. ▪ Ability to work in a team environment. ▪ Ability to carry out basic assessment procedures. ▪ Ability to relate to people from diverse backgrounds. ▪ Ability to work in a confidential environment. ▪ Awareness of Work Health and Safety matters and the requirements of Equal Opportunity Act and Disability Discrimination Act.
<i>Experience</i>	<ul style="list-style-type: none"> ▪ Working with people from diverse backgrounds

Qualifications:	Not Required
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Training:	<ul style="list-style-type: none"> ▪ Volunteers will be provided with an induction, induction kit and site orientation visit. ▪ Ongoing training as determined essential by the Community Development Officer or Volunteer Co-ordinator.
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Benefits:	<ul style="list-style-type: none"> ▪ Opportunity to gain skills and experience through working as a volunteer within the Aldinga Community Centre. ▪ Opportunity to share your skills and knowledge with the community and fellow volunteers and staff. ▪ Opportunity to work with the community ▪ Participation in volunteer recognition events. ▪ Training and personal development opportunities. ▪ Pre-approved out-of-pocket expenses reimbursed. ▪ Personal Accident Insurance coverage for volunteers registered with the Centre. ▪ Personal satisfaction.
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This position description accurately reflects the responsibilities, duties, skill requirements and training needs for the position.

This position description reflecting the responsibilities, duties and skill requirements for the position, has been read, understood and agreed to by volunteer.

Name of Volunteer	
Signature	
Date	

Centre Representative Name	
Signature	
Date	