

Northern Settlement Services (NSS) is looking for a new **Homework Centre Co-ordinator** to join the team and provide quality services to the culturally and linguistically diverse (CALD) members of our community.

About the role

The Homework Centre Co-ordinator co-ordinates all aspects of the weekly NSS Homework Centre at Callaghan College Waratah Campus in Newcastle, which provides educational assistance to school students from recently arrived refugee and migrant backgrounds, through volunteer tutoring and group activities. This casual role reports to the Coordinator Settlement Volunteers – Newcastle. Currently sessions run primarily on Thursday afternoons at Waratah during school terms.

Some of the key tasks of this role include:

- Coordinate tutoring to support high school students with set homework/assessment tasks, worksheets, reading practice, and other learning activities, allocating appropriate volunteer assistance.
- Monitor and support student-volunteer placements/groups throughout the session.
- Develop and maintain knowledge of students' English and educational needs, within the context of the school curriculum.
- Develop and maintain effective relationships with key stakeholders, including the EALD Teacher

To be successful in this role, you will need:

- Previous experience working or volunteering with youth from multicultural backgrounds in an education environment.
- Understanding of best practice in relation to youth learning, engagement and development.
- Ability to collaborate with others, provide and accept advice and assistance from colleagues to meet common goals.

About us

Northern Settlement Services Ltd (NSS) is an independent not for profit organisation providing a range of services in the areas of settlement, aged care, youth and vulnerable families across the Hunter, Central Coast and New England regions of NSW. We work with CALD individuals, families and communities providing high quality services that strengthen and inspire people to become self-reliant, active and empowered.

Diversity Statement

NSS is committed to promoting social inclusion and productive diversity, by seeking diversity within our workforce. We encourage and welcome applications from diverse community groups and ages including people from CALD. NSS adheres to the principles of equal employment opportunity. For further information about NSS, please go to www.nsservices.com.au.

How to Apply

All applications, with cover letter and resume, to be sent to Michael Freund at volunteers@nsservices.com.au with email subject – "Application for Homework Centre Coordinator". **Applications will close on Monday 19th July.** A copy of the position description is available on the NSS website, under Current Job Vacancies.

Offers of employment will be subject to successful completion of relevant background checks including a Criminal History and Working with Children Check.

For any enquiries about the position, please contact Michael Freund at volunteers@nsservices.com.au or (02) 4969 3399.

