Volunteer organisation	Melbourne Adult Migrant English Program Volunteer Tutor Scheme
Role	**Melbourne AMEP Volunteer - Corporate Volunteering**
Approximate number of hours required	One hour per week (length of assignment by discussion)
Location	*Volunteering is flexible and can be online or face to face in a public space, such as at a library or cafe* All VTS activity is conducted in line with any current government health guidelines and the VTS will advise volunteers if there are any changes.
Purpose	To offer a Melbourne AMEP student the opportunity to: - Practice English language - Learn about life in Australia - Experience Australian workplace culture - Gain skills for employment - Build networks
Supervision	Melbourne AMEP VTS staff
Pre-requisites	- Willing to obtain Volunteer Working with Children Check - Police Check *(Cost is covered by Melbourne Polytechnic)* - Undertake initial online training (self-paced)
Volunteer responsibilities	- Read the Melbourne AMEP Volunteer Handbook - Meet at a pre-arranged time each week - Log your volunteering hours and client encounters each week via the My Impact page. - Carry out the sessions you've agreed to do responsibly, reliably and ethically—this includes respecting the rights and privacy of others. - Contact VTS staff if you are concerned about a student's welfare - Inform VTS Office if your availability changes - Give two weeks' notice before withdrawing from the program - Complete an Exit Survey
Required skills and knowledge	- Over 18 years old - Proficiency in spoken and written English - Empathy and an ability to communicate with young people from different cultural and linguistic backgrounds - Reliability and punctuality