



The Story Island Project Volunteer Tutor Position Description

Purpose

The Volunteer Tutor helps young people with writing and other creative storytelling activities as part of the Story Island Project workshops.

Supervision

Story Island Project's Volunteer Coordinator and General Manager will supervise Volunteer Tutors and provide ongoing support.

Time commitment

To be negotiated with the Volunteer Coordinator. Volunteer Tutors usually help out at weekly, 90-minute school-based workshops; workshop programs typically run for 8 weeks.

Volunteer duties and responsibilities

As a Volunteer Tutor with the Story Island Project you will assist young people one-on-one or in small groups, performing the following duties:

- listening to the instructions given to the young people by the Storyteller
- helping young people to carry out the instructions given by providing support and encouragement as required. Support may take many forms, including:
 - listening to and giving positive feedback on young people's writing
 - asking questions to help young people develop their ideas
 - suggesting strategies when young people get 'stuck'
 - helping young people to write down their stories
 - encouraging young people to stay on task
 - helping with spelling, punctuation and grammar
 - allowing students time to think as they develop their creative ideas
- other duties as requested by the Volunteer Coordinator or the Storyteller
- Volunteer Tutors must have their Working With Vulnerable People card.

Skills and qualities required (or desirable) for role

We are looking for people with the following skills and qualities to fill this volunteer role:

- enthusiasm
- a love of stories and storytelling
- a commitment to share the spark of creativity with young people
- the ability to listen to and follow directions
- the ability to work quietly and patiently with a range of young people
- the ability to let young people lead the creative process (ensuring that young people create their own work)
- an understanding of the issues experienced by young people who are marginalised and disadvantaged

- an understanding of issues of student confidentiality.

Background checks for role

The Story Island Project is a child safe organisation. We are very serious about our duty to provide students and schools with a professional service and to provide all people working at The Story Island Project with a safe and healthy working environment.

We are committed to recruiting dedicated, professional volunteers who have the skills and experience appropriate for this role.

For this reason, all Volunteer Tutors must have a current Working with Vulnerable People Card. The details of this card need to be recorded by The Story Island Project before volunteers begin their tutoring role.

It is a requirement that all **SIP volunteers are fully vaccinated against COVID-19, or hold a valid approved exemption** which includes consideration of exceptional circumstances. Exemptions will be considered by the SIP Board on a case-by-case basis.

We treat all personal information as sensitive and handle it in accordance with privacy laws, and our privacy policy.

Induction

Before commencing your role as a Volunteer Tutor, you need to complete a two-hour induction session where we take you through the requirements of the role and all relevant policy and safety information. At the end of this session, we ask you to sign our Volunteer Agreement.