

POSITION DETAILS			
<b>Position Title</b>	Computer literacy tutor	<b>Location</b>	Castlefield Community Centre
<b>Position Type</b>	Volunteer	<b>Hours per week</b>	2-4 hours Negotiable
<b>Reports To</b>	Centre Coordinator	<b>Classification</b>	NA
ABOUT THE ORGANISATION			
<p>Bayside Community Information and Support Service (BayCISS) is a not for profit organisation based in the Bayside and Kingston area providing support, advocacy, referral and information including counselling and case work, to vulnerable and low income community members. The Castlefield location operates as a Community Centre providing occasional child care, support groups and programs for children and adults.</p> <p>We aim to provide services and programs designed for assistance, participation, development, learning and enjoyment.</p> <p>We are:</p> <ul style="list-style-type: none"> <li>• Impartial – we are non-judgemental, flexible and supportive</li> <li>• Accessible – we are available for people to offer support</li> <li>• Respectful – we are respectful and listen to others</li> <li>• Collaborative – we work with and develop local partnerships</li> </ul>			
KEY FUNCTION			
<p>The Computer literacy tutor will facilitate the Be Connected Program at Castlefield Community Centre. Be Connected is an Australia wide initiative empowering all Australians to thrive in a digital world. The program offers online learning resources as well as a Network of community partners - the Be Connected Network - who offer support so you can develop your digital skills and confidence.</p> <p>Training will be provided for the successful applicant. This will include how to use and facilitate the Be Connected program. For further information go to <a href="https://www.beconnectednetwork.org.au/">https://www.beconnectednetwork.org.au/</a></p>			
KEY RESPONSIBILITIES			
<ul style="list-style-type: none"> <li>- Facilitate the Be Connected program</li> <li>- Tutor participants in basic computer skills</li> <li>- Set up and pack up computers</li> <li>- Maintain records of attendance and progression</li> <li>- Assist in promoting the program</li> <li>- Assist to create an environment that is inclusive and enjoyable</li> <li>- Develop procedures for the program</li> <li>- Complete administration or reporting as required</li> <li>- Regularly liaise and review the program with the Centre Coordinator</li> </ul> <p>It is an expectation that all BayCISS volunteers successfully complete a Victorian Police Check and Working with Children Check.</p>			
KEY RELATIONSHIPS			
<b>INTERNAL</b>	Centre Coordinator, staff, volunteers		
<b>EXTERNAL</b>	Service users, local council, other agencies and groups.		