

Expression of Interest:

A young woman is requiring a tutor/mentor whilst completing her Certificate III Children's Services 1 day per month. She works with children at a local occasional care centre as a volunteer and may need some assistance in the following areas:

- Assistance to set up a study space, organise folders and documents both hard copy or on computer.
- Discuss and develop a structure for the young women to follow each week to help her prepare for tutoring time/learning outcomes.
- Revise class notes and texts assisting the young woman to understand / interpret language and ideas for assessment tasks and workplace practices.
- Assist, where needed, with punctuation, spelling and grammar.
- Assistance to clarify questions/ tasks for assignments.
- Assistance to write / present assignments.
- Support to put learning into practice in the workplace.
- To be flexible in the role, as this may grow and change according to the young woman learning needs.
- Knowledge of policies and procedures encompassing Early Childhood such as regulations beneficial but not essential

Please give me a call / email if interested in the position.

Hours of work: 2 hours per week, work day would be flexible.

Glen Waverly area.

Call Jane

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