

Reference No. CSP/09/805

Role Description: CSP Programme – Programme Volunteer (Literacy / Numeracy)

Location: Queen's Parade

Responsible to: Leza Blair
Support Worker

Role Purpose:

To assist the Project Worker in providing one to one tuition in a friendly and instructive manner.

Main responsibilities:

- Aid the participant by explaining in detail any requested topic.
- Review and discuss any topic or exercise given to the participant by an external body if requested.
- Encourage the participant to review/practice subject topics between tuition sessions.
- Encourage the participant to source material from textbooks, newspapers, periodicals and the internet.
- Encourage the participant to use word processing, spreadsheets or any appropriate IT aids.
- Use visual or IT aids with participant if practicable.
- Undertake any appropriate training.
- Ensure the venue is left in a tidy state after each session.
- Communicate any concerns or issues to the Support Worker

Abilities and Skills Required:

Motivated by North Down YMCA's Vision & Mission statements

- Enjoys working with people from a variety of abilities and backgrounds
- Sound knowledge of relevant issues and, where appropriate, some basic IT skills
- A relaxed and friendly manner
- The ability to work well within a team if applicable.

Time commitment:

This is up to the volunteer and can be as little or as much as s/he wishes, however the commitment should be regular with a frequency of not less than once per week for the agreed duration of the tuition period.

The Volunteer may need to spend some time in preparing for each tuition session.