



Society of St. Vincent de Paul

**BALLINA**

# St. Anne's Family Support Conference

## SVP Volunteer Role Description

### After School Tutor

#### Our Organisation

The Society of St. Vincent de Paul (SVP) is a Christian voluntary organisation working with people experiencing poverty and disadvantage. We are involved in a diverse range of activities characterised by support and friendship, promoting self-sufficiency, and working for social justice.

The SVP Ballina Resource Centre was established in 1995. We operate Monday through Friday providing a range of different classes, services and support to our clients in Ballina, North Mayo and West Sligo.

#### Overview of the Volunteer Role

Our volunteers support children and young people attending the tuition classes to improve their literacy and learn in a supportive and encouraging environment. Our volunteers support and deliver a quality programme to children and young people ensuring a standard level of safety and encouraging their learning. Our volunteers support the provision of services to children in local communities that aid and enhance the personal and social development of children and young people.

#### Key Tasks & Responsibilities

1. Build positive relationships with the children and families who attend the service.
2. Support the delivery of After School Tuition, spend time with the children and young people, and encourage them to participate.
3. Help children and young people with their literacy and homework, and support their further development.
4. Create a safe environment in which children, young people can thrive.
5. Role model positive behaviours.
6. Maintain a child-centred approach while volunteering.
7. Help plan and prepare activities for the tuition classes.
8. Provide supervision to children during the after-school tuition.
9. Promote a culture where the child's voice is paramount by listening to complaints by children or allegations of bullying and taking these seriously.
10. Support the Conference with record keeping such as attendance.
11. Uphold and adhere to SVP's policies and procedures and those procedures specific to your service.
12. Familiarise yourself with the Code of Conduct and adhere to this.
13. Ensure the protection and welfare of children attending the service by reporting any safeguarding concerns to the Designated Liaison Person (DLP).
14. Attend on-going member development workshops and refresher trainings.
15. A commitment to upholding SVP's Safeguarding policies and procedures at all times

#### Key Skills, Experience & Qualities

1. Experience/interest in working with children and young people.
2. Experience/interest in delivering After School Tuition programme for primary or secondary school children.



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3. Excellent communication and interpersonal skills with an ability to relate to children and young people from all walks of life.
4. A strong commitment and enthusiasm for working with children and an understanding of the challenges they face.
5. Treat people with dignity and respect by cultivating an accepting, non-judgemental, non-authoritarian approach.
6. An ability to express empathy and treat children and young people's concerns with respect, sensitivity, and tact.
7. Be a team player and work with the centre administrator to support the provision of the service.
8. Reliability, patience, resilience, and flexibility.
9. Ability to be aware of your own limits and a willingness to ask for help.
10. An openness to learning and developing further good practices to support children and young people.

### Time Commitment

The minimum commitment time depends on each individual service users need and volunteers' availability. The time commitment should be agreed between each volunteer and Conference and recorded on the Volunteer Agreement.

### Induction & Training & Support

Volunteers will complete a comprehensive induction with a designated member of the Conference/service that will include reviewing the role description, volunteer agreement, the Code of Conduct, general operations of the group, health and safety information, and safeguarding procedures, in addition to relevant policies and procedures etc.

Volunteers will also receive a Volunteer Handbook detailing the policies and procedures of **SVP Ballina Family Support Service** that they should familiarise themselves with.

Volunteers will also have to complete mandatory Child Protection Training prior to commencing. This training will provide volunteers with information on recognising and reporting child protection concerns and the legal responsibilities of SVP under the Children First Act, 2015.

The **Resource Centre Office Administrator** will provide direct support to you in your new role both formally and informally. Contact numbers for SVP personnel are provided below for additional support if you require it.

### Key Requirements

1. Complete the SVP recruitment process which includes the application form, interviews, reference checks and Garda Vetting, International Police Clearance, where relevant.
2. Complete the full mandatory induction training and undertake ongoing member development training and refresher training provided by the Society.
3. Complete Safeguarding Training as requested.
4. Adhere to the Society's ethos, mission statement, and policies and procedures.
5. Commitment to the safety and welfare of children through upholding children's rights.



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6. Belief that the best interests of children availing of SVP services are paramount.

### Benefits

1. The opportunity to contribute positively towards the development of children and young people, enhancing their sense of self-worth and self-belief.
2. Personal and professional development in terms of confidence, patience, adaptability, leadership, communication, decision-making etc.
3. General happiness and satisfaction.
4. To make a difference in the lives of children and young people.
5. An opportunity to use and develop your own skills and talents.
6. An opportunity to develop friendships and meaningful relationships with like-minded peers

**SVP's National & Family Services Support coordinator can be contacted for any further information or support on 085 – 855 6334**