

**VOLUNTEER  
ROLE DESCRIPTION – Sewing Tutor**



Position Title	Sewing Tutor
Location	Wellsprings for Women Inc 79 Langhorne Street, Dandenong 3175
Mission Statement	<p>Wellsprings for Women is a vibrant, welcoming place for isolated women from local communities to gather for social connection and to encourage lifelong learning.</p> <p>As a Kildare Ministries Community work in the Presentation tradition, we live and proclaim God’s love, through empowering isolated women to live their lives more fully.</p> <p>Our values are:</p> <ul style="list-style-type: none"> <li>• Welcome and Hospitality.</li> <li>• Respect for differing spiritual values and faith traditions.</li> <li>• Respect for the dignity of all people</li> </ul> <p>Wellsprings for Women is a women only centre as recognized by the Equal Opportunity Act: Exemption No: A217/2011.</p> <p>Wellsprings is a vibrant, welcoming place for isolated women from local communities to gather for social connection and to encourage lifelong learning.</p>
Responsible to	<p>The Wellsprings for Women CEO</p> <p>Volunteers Coordinator for all other matters concerning volunteering.</p>
Purpose	To plan and lead the sewing classes at Wellsprings for Women and to help foster a welcoming atmosphere.
Responsibilities	<ul style="list-style-type: none"> <li>▪ Abide by the Policies &amp; Procedures of Wellsprings for Women.</li> <li>▪ Willingness to uphold the mission and values of Wellsprings for Women</li> <li>▪ Complete Wellsprings’ Volunteer Training and additional training as required.</li> <li>▪ Responsible for general housekeeping duties when required.</li> </ul>

Time Commitment	<ul style="list-style-type: none"> <li>▪ Orientation and training sessions as required.</li> <li>▪ One morning and afternoon per week (class time) plus preparation time or as negotiated with Volunteers Coordinator.</li> </ul>
Skills/Personal attributes Required	<ul style="list-style-type: none"> <li>▪ Willingness to uphold the vision, values and mission of Wellsprings for Women.</li> <li>▪ Ability to obtain and maintain a current Police Records Check and Working with Children Check.</li> <li>▪ Good communication and interpersonal skills.</li> <li>▪ Punctual and reliable.</li> <li>▪ Desire to work with women from various cultures, needs and abilities.</li> <li>▪ Maintain privacy and confidentiality of all parties at all times.</li> <li>▪ Ability to be flexible and show initiative</li> <li>▪ Co-operative and supportive of students, other volunteers and tutor.</li> <li>▪ Ability to sew well, use a sewing machine and have confidence to teach others to do this.</li> <li>▪ Able to interpret and use a paper sewing pattern</li> <li>▪ Able to set up and learn to use unfamiliar sewing machines</li> <li>▪ Able to teach others to sew using simple, straight forward techniques and language.</li> <li>▪ Ability to plan classes and overall course plan</li> <li>▪ Ability to supervise other volunteers, support them in sharing sewing skills, and delegate tasks</li> <li>▪ Awareness of strengths and weaknesses in others' sewing skills and English language abilities.</li> <li>▪ Ability to 'make do' and use resources available.</li> </ul>
Duties	<ul style="list-style-type: none"> <li>▪ Plan 2 sewing classes per week and plan overall course plan</li> <li>▪ Supervise other volunteers, support them in sharing sewing skills and delegate tasks</li> <li>▪ Work with individual students to support them with sewing, using a paper sewing pattern.</li> <li>▪ Set up and assist others to use sewing machines.</li> <li>▪ Facilitate small group work.</li> <li>▪ Photocopying and laminating.</li> <li>▪ Setting up room and tidying room before and after class.</li> <li>▪ Listening to students' concerns and helping where applicable (speak to the Volunteers Coordinator if there is any information revealed of a concern).</li> <li>▪ Foster a welcoming atmosphere.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Ensure a volunteer records student attendance on the attendance sheet. Participants may attend one class as a visitor. After this, anyone attending that is not listed on the attendance sheet is to be directed to enrol via the front office.</li> <li>▪ Liaise with the Enrolment Officer regarding student attendance and enrolment</li> </ul>
Training/Support	<ul style="list-style-type: none"> <li>▪ Induction to Wellsprings for Women.</li> <li>▪ Compulsory Volunteer Training within the first year.</li> <li>▪ Regular Support and Debriefing sessions with Coordinator of Volunteers.</li> </ul>
Benefits	<ul style="list-style-type: none"> <li>▪ Access to training offered to all volunteers.</li> <li>▪ Reference after qualifying period (6 months).</li> <li>▪ Personal reward and satisfaction from working in an environment that is of benefit to the community.</li> <li>▪ Opportunity to meet people and make new friends.</li> <li>▪ Invitation to attend volunteer recognition and celebration events.</li> <li>▪ Invitation to enroll in a program of your choice at Wellsprings free of charge.</li> </ul>
Occupational Health and Safety	<ul style="list-style-type: none"> <li>▪ Volunteers must actively participate in the identification, reduction and reporting of potential hazards, issues and safe practices in the workplace.</li> <li>▪ Volunteers must actively promote safety and safe work practices to other volunteers, staff and users of the centre.</li> </ul>
Related documentation for Reference	<p>Welcome to Wellsprings Pack.  Access to policies relevant to volunteers.  Induction process and paperwork completed.</p>

Other points pertinent to the role:

- Volunteers are required to work within the guidelines of this description and to comply with the conditions of all volunteer policies. This includes but is not limited to those mentioned above.
- Registered volunteers are covered by Personal Accident Insurance.
- Volunteers are required to attend the formal Induction session with the Volunteer Coordinator
- Some out-of-pocket expenses may be reimbursed by Wellsprings for Women (limit of \$10) but this should always be checked with the Community Helpers Coordinator before outlay occurs.
- Obtaining and maintaining a current Police Records Check and Working with Children check is required for this role. Should the ability to maintain this be breached then the volunteer undertakes to inform Wellsprings immediately.

- A separate form for Privacy and Confidentiality must be completed for this role.

Volunteer's Signature \_\_\_\_\_

Volunteer's Printed Name \_\_\_\_\_

Volunteers Coordinator's Signature \_\_\_\_\_

Date \_\_\_\_\_