

VOLUNTEER TUTOR/GROUP LEADER POSITION DESCRIPTION

OBJECTIVE OF ROLE

Volunteer Tutors and Group Leaders are pivotal to U3A Melbourne City's program of educational courses that meets the intellectual, creative and physical needs of its members.

Based on their own interest, knowledge and expertise, tutors and group leaders negotiate, develop and deliver yearlong and short courses that make up our diverse program.

YOUR RESPONSIBILITIES: What's involved in being a tutor or group leader

1. Course Development and Delivery

- a) Liaison with the Course Coordinator regarding the topic, content, format and duration of the course that you are interested in providing.
- b) Developing in a timely manner a Course Proposal for approval by the Course Coordinator and advertising in our Newsletter and website.
- c) Designing and delivering the course as agreed, unless otherwise negotiated with the class and the course coordinator.
- d) Being mindful of intellectual property rights, duty of care and the need to refrain from promoting a personal business.
- e) Timely contact with the Course Coordinator and/or Course Administration where issues arise during the courses.

2. Course Administration

- a) Maintaining a course attendance roll and implementing Risk Management practices as outlined in the Tutors Handbook, including emergency situations.
- b) Ensuring class members comply with U3A policies and those of organisations providing course venues.
- c) Passing on general U3A information to class members where requested.

3. Course Review and Development

- a) Participating in the Student Feedback Survey in accordance with our Feedback Policy.
- b) Attending Tutors Meetings and Workshops wherever possible.

QUALITIES AND SKILLS: You need

- a) A passion for the topic and the capacity to deliver the course in a planned and organised manner.
- b) Good interpersonal and communication skills.
- c) Good facilitation skills with groups of older students so as to foster participation and positive learning experiences.
- d) The ability to adjust the content and delivery of the course in response to students' needs, diverse backgrounds and capabilities.

- e) Computer literacy and some knowledge of teaching resources/equipment are desirable.
- f) An ability to work independently while being aware of the broader program and organisational goals.
- g) Patience and a sense of humour.
- h) Previous teaching experience and a knowledge of adult education principles are desirable but not mandatory.

ORIENTATION & SUPPORT U3A PROVIDES

- All tutors/group leaders are given a Tutors’ Handbook on interview and at the beginning of each year. The Handbook details information about the organisation, the educational program, teaching approaches and administration relevant to running a course.
- New tutors/group leaders are provided with an orientation to U3A, and administration resources and practices.
- Tutors Meetings are held regularly throughout the year to inform Tutors of U3A matters and to provide a forum for tutors sharing and discussion of issues of concern or interest.
- Tutor Workshops are held periodically in response to Tutors/group leaders expressed needs.

ADDITIONAL WAYS OF BEING INVOLVED: THE TUTORS’ WORKING PARTY

A Tutors’ Working Party (TWP) is responsible for furthering the U3A’s Strategic Plan as relates to the educational program. This includes advice regarding:

- strategies for the recruitment and retention of tutors/course leaders;
- the induction, orientation, training and professional development of tutors/course leaders;
- the development/sourcing of resources to support tutors and course leaders;
- the content of the tutors’ pages of the new website;
- policies and procedures relating to course delivery and course management, including but not limited to course feedback mechanisms

Individual tutors are invited to join the TWP. If you would like to become a member of this working party, please advise the Course Coordinator.

OTHER RELEVANT INFORMATION

- Tutors are required to be a financial member of U3A Melbourne City, unless otherwise negotiated.
- Courses are primarily delivered at Ross House, 247 Flinders Lane, Melbourne, 3000 or other venues in the City hired by U3A for classes.

Version No.	Nature of amendments	Date Approved by Committee of Management
1.0	Original	31 August 2011