

## Volunteer at the Migrant Information Centre (Eastern Melbourne) (MIC)



MIC is currently looking for new volunteers to support our work across a range of programs. The volunteer roles currently available include:

### **Homework Support Program Tutor - Primary School Program (group)**

Support primary school students from refugee and migrant backgrounds with their academic studies weekly in a supervised group Homework Support Program (HSP) held after-school at a nominated school. Time commitment: 1.5 hours per week.

*Locations:* Croydon (Thursday 3.30pm to 5.00pm) & Heathmont (Monday 3.00pm to 4.30pm).

### **Homework Support Program Tutor – Secondary Program (group)**

Support secondary school students from refugee and migrant backgrounds with their academic studies in a supervised group HSP held after-school at a nominated school. Time commitment: up to 1.5 hours per week.

*Locations:* Croydon (Tuesday 3.00pm to 4.30pm) & Mooroolbark (Thursday 3.00pm to 4.30pm).

### **Homework Support Program Tutor – Secondary Program (one-to-one)**

Support secondary school students from refugee and migrant backgrounds with their academic studies on a one-to-one basis, either virtually (via Zoom) or face-to-face. Time commitment: 1 hour per week.

*Location:* May be held virtually via Zoom, or face-to-face at a public library.



### **Volunteer Driving Mentor**

Provide driving mentoring to refugees through on-road practical driving experience to complement lessons from registered driving instructors using MIC's dual brake motor vehicle. Time commitment: 1-2 hours per week, per client.



### **Community Visitors Scheme**

Provide companionship and friendship to socially isolated older individuals from a culturally and linguistically diverse background. Time commitment: 1-2 hours per week (must commit to volunteer for a minimum of 12 months)

### **Settlement Volunteers/Conversational English support**

Assist people from refugee and migrant backgrounds improve conversational English skills and participate more fully in Australian life by providing one-to-one support. Time commitment: 1-2 hours per week.

### **Program and Practical Support**

Provide support on an ad hoc basis to assist with MIC programs. Program support may include family excursions or children's holiday-based activities. Time commitment: day programs (9am – 5pm).

### **Administrative Support**

A variety of office work including answering office phones, greeting clients at reception, creating client files and filing paperwork, assisting with archiving documents, booking interpreters and supporting staff in other administrative duties. Time commitment: 10.00am to 4.00pm (one day per week).



*All MIC volunteer applicants must meet organizational requirements of a recent (less than 3 months old) Police Check, Victorian Working With Children Check (WWCC) and evidence of at least two doses of COVID-19 vaccination. Volunteer applicants will be invited to undertake an interview, provide professional references and other requirements as necessary. Volunteer commitment of 6 months is generally required.*

For more information on volunteering please contact Mervat Dahdoule, Volunteer Coordinator on Ph: 03 9285 4888, email: [mdahdoule@miceastmelb.com.au](mailto:mdahdoule@miceastmelb.com.au) or visit our website [Volunteer with us | Migrant Information Centre \(miceastmelb.com.au\)](#).