

StoryFACTORY

Position	Volunteer Tutor (In-School and Online After School Workshops)	
Reports to	Volunteer Manager / Storyteller	
Position details	Voluntary	
	In-School Workshops	Online After School Workshops
Duration	Term-length or one-off commitments.	Term-length commitments.
Time commitment	<p>Workshops run Monday to Friday between 8:30am - 3:30pm.</p> <p>For term length commitments, the commitment is 2 - 4 hours each week for between 7 - 9 weeks of a school term.</p> <p>One-off commitments are anywhere between 2 - 4 hours per session.</p>	<p>Workshops run Monday to Thursday from 3:00pm - 5:30pm.</p> <p>The commitment is 2.5 hours each week for 8-10 weeks of a school term.</p>
Location	Schools across Sydney. To see a map of school locations where we've worked, click here .	Workshops take place online via Zoom.

Organisational Overview

Story Factory is a not-for-profit creative writing centre for young people aged 7 to 17 based in Sydney and Western Sydney. Our mission is to enrich the lives of young people from under resourced communities through creative writing and storytelling.

Program Overview

Our workshops are designed by creative writing and literacy experts, our Storytellers, who work with teachers and schools to craft programs that respond to the specific needs of young people to build literacy, confidence and creativity. We tie in our engaging and enjoyable creative writing workshops to the existing school syllabus so the impact for students is greater and more cohesive.

Workshops are led by Storytellers with support from Volunteer Tutors. Tutors are a source of support and encouragement, helping to nurture the voices, stories and dreams of our young people. Young people are empowered to create stories of all kinds, which we publish and celebrate.

Duties and Responsibilities

- Commit to attending all workshops which they are signed up to.
- Working with groups of around 2 - 5 students (in-person) or 6 - 10 students (online) to complete activities and tasks set by the Storyteller.
- Create a safe and welcoming space for students to express and share ideas, and take healthy risks in creating stories.
- Show interest and curiosity in, and enthusiasm about, students' ideas and work.
- Provide prompts and guidance with student stories.
- Provide constructive and positive praise and feedback.
- Assist with scribing, grammar, punctuation etc if required.
- Be flexible and adapt to the needs of each student on any given day.
- Follow all reasonable instructions provided by the Storyteller.
- Participate in workshop briefing, debriefing and evaluation processes.
- Maintain regular contact with Storytellers, Volunteer Managers and Story Factory staff.
- Maintain confidentiality and set clear boundaries in line with Story Factory Policies and Code of Conduct, Child Safety and Social Media Policies.
- Story Factory is a child safe organisation with comprehensive child safety policies and charter and adheres to all child safety guidelines and we ask that volunteers immediately report any child safety concerns to Story Factory staff.

Skills, Qualities, Attributes

Essential for in-person and online workshops

- Encouraging and supportive.
- Good listening skills.
- Flexible and adaptive.
- Enthusiastic and curious.
- Reliable, committed and patient.
- Non-judgemental, respectful and empathetic.
- Tolerant and respectful of individual and cultural differences.
- Demonstrated ability to actively maintain appropriate boundaries.
- Conversational English.

Essential for online workshops

- Confident typer.
- Confident with technology: in particular with Zoom, Zoom chat, sharing screen and using Google docs, all at once.
- Comfortable co-facilitating and leading discussions and conversations on camera and voice-chat with anywhere between 2- 10 students in breakout rooms.

Desirable

- Experience working with groups of children and young people.
- Experience working with people from diverse backgrounds.

Application and Screening Process

Volunteer Tutors are required to

- 1) a) Ideally attend an in-person or online information session OR request a recording if unable to attend
- 2) Complete an online application form and provide contact details for 2 referees.
- 3) Attend an in-person or online training session.
- 4) Obtain a Working with Children Check.

- 5) Undergo a National Police Check (Story Factory will cover the cost of this but we ask that volunteers who are in a position to make a donation to cover the fee).
- 6) Sign the Volunteer Agreement, Code of Conduct and Story Factory Policies, and agree to abide by these at all times.

Reporting and Support

Before Volunteers can commence in our programs, they will be required to attend a Story Factory training session which covers how we work, our workshop structure and strategies to support and work with our young people.

Once engaged, Volunteer Tutors can access support from Storytelling staff for briefing and debriefing sessions at each workshop, and 2 x Volunteer Managers outside of these sessions as required.

Volunteer Tutors will also have access to regular training opportunities throughout the year, covering a range of topics relevant to working with our young people. These sessions are non-accredited training.

Benefits of Volunteering

- Satisfaction in helping nurture and amplify the voices of young people.
- Increased skills in working with children and young people from diverse backgrounds.
- Personal fulfilment through contribution to the community and individuals, and participating in positive social change.
- Opportunity to give back and be part of a community of volunteers.
- Improved interpersonal skills.
- Developing understanding and experience of creative writing frameworks for young people.

If you have any questions about volunteering with Story Factory that are not covered in this Position Description, please get in touch with our Volunteer Managers at volunteer@storyfactory.org.au.