

About Ardoch

Ardoch is a national not-for-profit organisation focused on improving educational outcomes for children and young people experiencing disadvantage.

Our vision is that every child's potential is realised through full participation in education.

We deliver tailored education and wellbeing programs which address barriers to education by providing vital learning and wellbeing resources and activities. These programs build children and young people's confidence, aspirations, social skills, and wellbeing. These are essential elements for enabling full engagement in education and a love of learning. Engagement in education is the key to opening future pathways and possibilities. Without it, the cycle of disadvantage and inequity continues.

We mobilise volunteers to support students in partner schools to act as positive adult role models who invest time, share knowledge, and experience, and actively demonstrate their interest in a child's future.

Vision

Our vision is that every child's potential is realised through full participation in education.

Values

- **Empowerment:** We recognise people's strengths and uniqueness, amplify their voices, and support them to make their own choices.
- **Learning:** We value the power of education to change lives, and continually learn from research, students, partners, communities, and each other.
- **Impactful:** We strive to create the most meaningful change for the students we support.
- **Community:** We connect diverse voices and perspectives and collaborate to respond to the unique needs of schools and their communities.
- **Accountability:** We own our actions and take responsibility for creating a fair, respectful and positive environment.

Position: Robotics Club Volunteer

About the Robotics Club

STEM literacy is essential for all students to enable them to thrive in a STEM-based world in the future. Students must demonstrate the confidence and interest to learn new technologies and apply scientifically-sound thinking, as well as be mathematically functional, capable, and self-sufficient problem-solvers. Our Robotics Club program is designed to help students to see the importance, relevance, and applicability of STEM, whilst also building their skills, confidence, and interest.

Robotics Club matches an Ardoch facilitator and a group of up to 3-4 volunteers to a class for 6 weeks, to run a 60-minute lesson each week. The sessions use specially curated kits of robotics equipment to support design and coding activities. The volunteer role will be to encourage students to consider effectiveness and efficiency in their designs and codes. Working closely with the teachers and the Ardoch facilitator, volunteers help deliver meaningful, hands-on, and inquiry-based learning experiences for students.

Hours and duration	Variable depending on volunteer availability. Programs run for 1 hour per week for 6 weeks (but may have two sessions back-to-back with different classes, which would be 2 hours per week)
Classification	Voluntary role
Locations	Victoria <ul style="list-style-type: none"> • Melbourne: West and South East • Sydney: West
Reports to	Program Coordinator – Residence Programs Program Facilitator – Robotics Club

Benefits of Volunteering with Ardoch

- Make a difference in your local community
- Support the learning and wellbeing of children and young people experiencing educational disadvantage
- An opportunity to share your love of science, math, technology and engineering with young people
- Connect with like-minded volunteers who are bettering the educational outcomes for Australian students
- Deepen your experience working with children and young people
- Gain skills and experience that can be transferred to other paid or unpaid roles
- Ardoch has a strong commitment to the learning and development of volunteers and runs regular free professional development sessions
- Supportive environment with regular volunteer check-ins and other support mechanisms

Position Functions and Responsibilities

The key functions and responsibilities of the role are:

1. Support the delivery of the Robotics Club

- Work with small groups of primary school age students to support them to undertake robotics challenges each week
- Assist and complement the Ardoch Robotics Club Facilitators as needed
- Support student's learning and skill development in STEM

2. Be a positive role model

- Act as a positive adult role model in all interactions
- Working cooperatively with the facilitator and other volunteers
- Promote a child safe environment and
- Fulfill reporting requirements relating to child safety
- Participate in training and professional development opportunities, when provided
- Other duties as may be required in line with the role

Personal Attributes of Ardoch Volunteers

- Respectful of boundaries
- Show initiative
- Passionate about children and education
- Able to build positive relationships
- Professional, and patient role model
- Focused, not easily distracted
- Open minded and non-judgemental
- Constant champion of children, education and Ardoch
- Communicate respectfully with all stakeholders

Recruitment and training process

Ardoch is strongly committed to Child Safety and has a comprehensive screening and induction process for all volunteers. This process ensures successful Robotics Club Volunteers are suitable for the role of supporting students in a school environment and are also thoroughly trained and inducted to be successful in their volunteer roles.

Onboarding requirements

- A virtual interview with an Ardoch employee
- Online training modules around child safety and knowledge for volunteering
- A two-hour interactive training led by an Ardoch employee providing core information, discussions, and scenarios to prepare you for the Robotics Club program delivery
- Apply for and receiving a cleared Working with Children Check
- Completing a National Criminal History Check (paid for and organised by Ardoch via CrimCheck)
- If applicable, completing an International Criminal History Check* (paid and processed via Ardoch) **required if you have lived in any countries outside of Australia for more than 12 months in the last 10 years.*
- Providing details of referees for Ardoch to conduct reference checks
- Agreeing to the Child Safety Policy and Code of Conduct

Support provided by Ardoch

- Online training modules and interactive induction training workshop as mentioned above
- A key contact who will support your induction to the role, coordinate your volunteer shifts, and be your first point of contact for any challenges or issues
- A program facilitator who will lead each program session and be your first point of support for any challenges on the day

Terms and Conditions of Volunteering

- Upholding Ardoch's vision, purpose, and values
- Complying with Ardoch's Code of Conduct, policies, and procedures
- Participating in volunteer check-ins (supervision) and training sessions
- Please note: disclosure of any pre-existing illness or injury which could reasonably be foreseen to be affected by the volunteer work duties described is a requirement. Failure to disclose may result in compensation not being paid for that condition.

Child Safety statement of commitment

Ardoch is committed to protecting children's and young people's right to safety and well-being. We know children have a right to be kept safe *at all times*, so we have a zero-tolerance approach to all forms of child abuse.

We know that some children are more vulnerable than others. That's why we actively promote the safety and well-being of children and young people who:

- are Aboriginal and Torres Strait Islander
- are from culturally and linguistically diverse backgrounds
- are living with disability
- identify as LGBTIQ+
- have experienced trauma.

Everyone who works with or represents Ardoch is responsible for ensuring that children are safe, feel safe and are involved in decisions that affect their lives.

Ongoing Child Safety requirements

Volunteers, once commenced are expected to:

- Submit to a National Criminal History Check every three years following commencement
- Renew state-based Working with Children Checks prior to their expiration
- Report to Ardoch if charged or convicted with any offence
- Complete an annual child safety refresher training and maintain familiarity with Ardoch's child safety policies and procedures
- Support a culturally safe environment for children at Ardoch, including acting on incidents of racism or discrimination and supporting young people to express their culture and enjoy their cultural rights

How to apply

To apply complete the application form at the URL or QR code:

<https://www.ardoch.org.au/individual-volunteer-application/>



If you are an existing Ardoch Volunteer, please notify of your interest by emailing volunteers@ardoch.org.au.

Assistance

For further information, or if you have any accessibility requirements that we can assist with, please contact Jean Millward on (03) 9537 2414 or by emailing: volunteers@ardoch.org.au

Position Approval

Hiring Manager

Name: Angela Zhou

Date Position Description
Finalised: 2/04/2024

Signature:



Child Safety Officer

Name: Lachlan Preston

Date Approved:
2/04/2024

Signature:



Volunteer Programs Manager

Name: Lachlan Preston

Date Approved:
2/04/2024

Signature:

