



Diamond Valley Learning Centre Inc.

P.O. Box 217
 Cnr Diamond Creek & St Helena Rds
 GREENSBOROUGH VIC 3088
 Tel: (03) 9435 9060 Fax: (03) 9432 2521
 Email: courses@dvlc.org.au
 RTO 3769
 ABN 58 891 533 250

POSITION DESCRIPTION

Position Title	Mac teacher and champion
Conditions Contract:	
Hours: Day:	To be confirmed . It is anticipated that most classes will run after hours and weekends.
Pay Rate:	Rate of pay for teaching \$40/ hour
Benefits:	Pleasant teaching environment. Community based philosophy
Reporting Relationships Report to:	Suzanne Crellin (Education Program Coordinator, Diamond Valley Learning Centre)
Employer:	Committee of Management Diamond Valley Learning Centre Inc Cnr Diamond Creek and St Helena Rds, Greensborough 3088 PO Box 217 Greensborough 3088
Training Location:	Cnr of St Helena & Diamond Creek Rds Greensborough

1. About Diamond Valley Learning Centre

Diamond Valley Learning Centre exists to build a stronger community. We do this through adult learning , valuing diversity and creating opportunities to: meet and connect with others, participate and develop confidence, develop skills and gain qualifications.

Diamond Valley Learning Centre has been a strong provider of adult education for 35 years and has a diverse program which includes five VCE subjects, youth VCAL, adult literacy and numeracy, English as a Second Language, VET certificates and general interest courses. Currently we have more than 400 students enrolled in courses.

2. The Role

DVLC's main areas of vocational education and training are in IT and business courses. As such we have 2 computer labs- 15 new PCs and 12 Macs (18 months old). We are looking for someone who will think creatively to develop a program which utilizes iLife in particular, to enable us to capture a share of the fee for service Mac market. Students would include general public and it is anticipated that particular courses will be offered for school teachers who have professional development needs. Therefore applications will be accepted from people offering a suite of courses and programs as well as anyone who may specialize and want to offer one of the programs. It is acknowledged that some programs will suit a short course approach while others may involve students developing a own project with guidance from the facilitator.

It will be an advantage if the applicant can demonstrate that they have taught this course previously. This position also involves using networks to assist with the marketing of the courses.

The incumbent is expected to work in accordance with the organisation's guiding principles and strategic directions (attached)

3. Key Responsibilities

- a) Develop program concepts which will appeal to domestic Mac users and /or school teachers.
- b) Source or develop a delivery plan and course resources. Please note that DVLC has developed a manual for each of the programs in the iLife suite
- c) Assist with marketing courses
- d) Deliver the program(s) effectively
- e) Be involved in evaluation of the course(s)
- f) Work according to Diamond Valley Learning Centre policies and procedures

4. Key Selection Criteria

- a) The ability to engage and teach IT courses successfully
- b) Expertise with and enthusiasm for Macs, the iLife suite of programs, or particular programs within this suite.
- c) A brief written proposal about the course(s) you would like to offer
- d) Excellent communication skills
- e) Certificate IV in Training and Assessment (or equivalent) is desirable
- f) A qualification in IT is desirable
- g) Knowledge of adult community education philosophy, client groups and programs
- g) Demonstrated ability to work as a team member
- h) Developed organizational skills

5. Other relevant information

For further information regarding the position, telephone Suzanne on 9435 9060.

Instructions for applications:

Forward an application and Curriculum Vitae to:

Suzanne Crellin
Program Coordinator
Diamond Valley Learning Centre
P.O. Box 217
Greensborough VIC 3088
Or
suzannec@dvlc.org.au

*Closing date for applications: 5pm
June 25 2010*

Attachments: DVLC Guiding principles and Strategic Direction statement



Strategic Plan Summary 2007-2011

Vision
Challenge, friendship and lifelong learning

Purpose
To provide community based education opportunities for lifelong learning, personal growth and social connections.

Values
Empowerment
Lifelong learning
Diversity
Accessibility
Professional service provision
Community ownership

STRATEGIC DIRECTION	<i>1. Maintain and Strengthen</i>	<i>2. Build Community</i>	<i>3. Extend Service</i>
GOAL	Ensure quality and viability of existing business	Strengthen the community through empowering individuals and building community capacity	Expand our range of training courses and client groups
STRATEGIES	<ul style="list-style-type: none"> ➤ Develop <i>staff</i> strategy ➤ Improve <i>data collection</i> ➤ Diversify <i>funding</i> ➤ Develop <i>marketing</i> strategy ➤ Maintain and support high <i>quality courses</i> 	<ul style="list-style-type: none"> ➤ Encourage <i>active citizenship</i> and social action ➤ Develop <i>leadership</i> skills and provide <i>volunteering</i> opportunities ➤ Encourage <i>intergenerational interaction</i> ➤ Identify and respond to <i>emerging communities</i> and expand opportunities for participation by <i>disadvantaged groups</i> ➤ Advocate for <i>social justice</i> and <i>community rights</i> 	<ul style="list-style-type: none"> ➤ Develop <i>training for local businesses</i>: retail, hospitality and business/IT training ➤ Increase provision for <i>youth</i> ➤ Deliver training in <i>outreach settings</i> ➤ Establish a <i>second DVLC site</i>

