Purpose of this document

This document outlines important details about being a Yellow Shirt, including what you should know before applying and what you will need to know for your application. In particular, this document describes:

1. The goals of O-Week and its parent organisation, Arc@UNSW;
2. How this role fits within the O-Week program;
3. The role’s tasks and responsibilities;
4. Selection criteria for the role.
5. Compulsory Dates

Goals of O-Week and Arc@UNSW

Arc is here for and led by students. It creates a supportive, enriching and vibrant student life, and actively encourages student to become involved in the campus community!

The Yellow Shirts Orientation Week program is the flagship volunteering program within Arc. Most students’ first contact with Arc is during O-Week, so one of the goals of the program is to create a welcoming and enjoyable experience for new students! This is achieved through friendly and helpful volunteers, useful information, and an engaging program of events.

The O-Week program also aims for student development, seeking to enhance the skills and university experience of its volunteers.
What is a Yellow Shirt?

The Yellow Shirts Orientation Week Program began in 1989 and over this period of time has stood as an example of the ability and desire of students to help others. This commitment and desire has led to UNSW being recognised as having one of the largest and most interactive O-Weeks with five full days of events, games, workshops, parties and information, all run by approximately 180 Yellow Shirt volunteers!

Yellow Shirts run both daytime and night-time events throughout O-Week. They set up, pack up and oversee these events, and are also involved in their design. Yellow Shirts also play an important role in interacting with commencing students and encouraging them to meet new people and make friends at O-Week events.

Yellow Shirts give information and provide assistance. This may involve running help desks, answering questions regarding a multitude of areas as well as directing students to events and venues. They distribute maps, timetables and flyers, and conduct promotions duties to raise awareness amongst new students about how to get the most from O-Week. Yellow Shirts are also known for their highly interactive and informative campus tours designed to help students gain not only a geographical understanding of UNSW but also an awareness of the student life opportunities provided by Arc and other university bodies.

To do this, Yellow Shirts work in small teams called Squads. Each Squad is led by a Squad Leader, a more experienced Yellow Shirt who guides their team throughout the program. Yellow Shirts undergo compulsory training days which also includes a training camp. This ensures that by O-Week they are knowledgeable and confident in their role, and that they work well within their Squads.

Rewards of being a Yellow Shirt

The Yellow Shirts Orientation Week program offers its volunteers an incredible opportunity for personal growth! Training covers skills such as leadership, teamwork, communication and conflict resolution to mention a few. The O-Week environment then offers ample opportunities to gain practical experience applying the principles learnt in training.

O-Week is also an amazing way to make friends and have a lot of fun! Each training event offers many opportunities to socialise and meet new people, and there are many other social events outside the official training days.

Yellow Shirts also attend all of O-Week which, while fun in its own rights, becomes far more rewarding because of the sense of satisfaction and achievement that comes with being responsible for the events’ success and administration.
Yellow Shirts are recognised by the University for their Work throughout O-Week. Each volunteer’s achievements will be recorded on their Australian Higher Education Graduate Statement (AHEGS).

**What you need to do to become a Yellow Shirt**

Becoming a Yellow Shirt is a two-stage process. The first stage is a written application (that can be found via the following link: [http://www.oweek.info/ysapp](http://www.oweek.info/ysapp)) and the second stage is an interview which includes group activities.

**Selection Criteria**

- **Dedicated and responsible**
  180 people seems like a lot until you see how much there is to do. We need every volunteer to be there when needed, and do the work required to make O-Week happen.

- **Willing to learn**
  Nobody is perfect and that is an inevitable fact! We need volunteers who will take on the skills we train with an open mind, and are willing to identify and improve on their own weaknesses, and respond to feedback.

- **A good team worker**
  The essence of O-Week is the Squad. Yellow Shirts will spend a lot of time with their squads throughout the program, so we need volunteers who will get on well and get things done in a team!

- **An effective communicator**
  Giving information, help, feedback and instruction is central to the role of a Yellow Shirt. We need volunteers who can get the message across, and who know how to listen.

- **A problem-finder and problem-solver**
  On the ground during O-Week, Yellow Shirts have the biggest chance to spot something that can be done better. We need volunteers who can take the initiative and go beyond what's asked of them.

- **Respectful of equity and diversity**
  With a campus this big, there are bound to be people different from you. They might be in your Squad, on your tours or asking questions. Wherever it comes up, we need volunteers who can respect those differences.
Compulsory Dates

28 October (Friday): Intro BBQ
6 January (Friday): Training Day #1
20 January (Friday): Training Day #2
27 January (Friday) – 29 January (Sunday): Yellow Shirts Camp
10 February (Friday): Training Day #3
20 February (Monday) – 24 February (Friday): O-Week!

If you believe you have those qualities, then you are highly encouraged to apply to be a Yellow Shirt. You might be exactly the person we need to help create the next amazing Orientation Week experience!