

# Volunteer Role Outline

## Activities Organising Team (OT) Member

### Goals of O-Week and Arc@UNSW

Arc is your student organisation at UNSW. Our mission is to create the best student experience through Clubs, Sport, Volunteering, Events, Wellness, Help and heaps more. We are run by students, for students, and are 'that' mate at uni, who knows all about what's happening, where, when and why you should care.

Yellow Shirts is the longest running volunteer program at Arc! The program is about creating a welcoming and memorable first experience for students during the first week on campus: O-Week. From friendly volunteers and endless tips and tricks, to heaps of engaging events, the Yellow Shirts are there to make sure each student knows just how much university can give them. With a focus on building connection to campus and each other, these volunteers are vital in orienting students and setting them up for success.

The Organising Team, together with the Yellow Shirts Coordinator, organise and manage all aspects of the Yellow Shirts program from recruiting and training volunteers to organising and managing events during O-Week itself. Across their term, the Organising Team work with each other and Arc staff to manage their team of 200 strong volunteers and carry out their vision to better their portfolio and the program more holistically. Of all the Yellow Shirt volunteer positions, the Organising Team dedicate the most time and effort, gaining countless skills, invaluable experience, and have so much to be proud of by the conclusion of their role.

### Role of this portfolio

#### Introduction:

Activities creates daytime events and food stalls run by Yellow Shirts, including social activities, active events such as giant games, as well as more passive events such as arts and crafts. They are also responsible for innovating new activities, and running them throughout each day of O-Week.

#### Purpose:

Activities creates these events to make students from any background feel welcome at O-Week and help them navigate through all that O-Week has to offer in an enjoyable way. They create ways for new students to meet and make new friends, and give them something they can take away from O-Week, whether it be a craft item they have made, or a new connection with someone. The portfolio aims to help new students from all backgrounds realise the wide variety of services available to them at UNSW. They will also train the Yellow Shirts on this material to ensure that the volunteer body are equally aware of the utility of services offered on campus that would be helpful to commencing students.

#### Aims of the portfolio:

The portfolio aims to showcase what the university has to offer new students, the fun environment they can expect, and create lasting memories for these students during O-Week itself. This is done by liaising with lecturers, services, schools and faculties to compile a functional program of events that are interesting and entertaining for both new and existing students, including postgraduates. In offering activities for all incoming students, the Activities OT will also work with the Transformation OT to offer an online activity or activation, or allow for remote participation, and will develop contingencies for all activations planned for O-Week. Training volunteers on equipment usage and event management is also a mandatory requirement.

## Specific tasks and responsibilities

**N.B.** This role may be more suitable if you are looking to undertake a summer internship while being in the Organising Team, as work can be done out of hours if planned appropriately.

| July                                                                                                                                                                                                                                        | August                                                                                                                                                                                                                                                                | Sept                                                                                                                                                            | Oct                                                                                                                                                                                                                                                                                           | Nov                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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| <u>By the end of July</u> <ul style="list-style-type: none"> <li>Take inventory of O-Week storeroom and determine materials that need to be purchased.</li> <li>Purchase additional materials required for Activities this year.</li> </ul> | <u>By the end of August</u> <ul style="list-style-type: none"> <li>Consider 2026 Activities offerings &amp; consider additions that might be useful for testing at T3 O-Week 2025.</li> <li>Review feedback &amp; adjust Activities offerings accordingly.</li> </ul> | <u>At T3 O-Week (Week starting 8<sup>th</sup> September)</u> <ul style="list-style-type: none"> <li>Supervise &amp; run various Activities programs.</li> </ul> | <u>By early October</u> <ul style="list-style-type: none"> <li>Plan additional activities required, perform testing &amp; ensure they comply with both the goals of O-Week, as well as WHS practices.</li> <li>Organise and prepare training material for volunteer training days.</li> </ul> | <u>By the end of November</u> <ul style="list-style-type: none"> <li>Lead training of volunteers for O-Week activities</li> <li>Reach out to relevant student societies &amp; establish activities that can positively contribute to creating a great O-Week</li> <li>With Transformation OT, look at potential opportunities &amp; methods of remote delivery or online participation for a hybrid O-Week.</li> <li>Finalise all Activities for O-Week 2025</li> </ul> |

| Dec               | Jan                   | Feb                                |
|-------------------|-----------------------|------------------------------------|
| <u>By mid-Dec</u> | <u>By mid-January</u> | <u>Immediately prior to O-Week</u> |

|                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                 |                                                                                                                                                                                                                                                                         |
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| <ul style="list-style-type: none"> <li>• Create an O-Week event program that attracts a diverse range of students, including: <ul style="list-style-type: none"> <li>o Social activities;</li> <li>o Active games;</li> <li>o Low energy activities.</li> <li>o Food Items</li> </ul> </li> <li>• Give timetable and event info to Arc Marketing.</li> </ul> | <ul style="list-style-type: none"> <li>• Continue to train volunteers on how to run activities at O-Week</li> <li>• Help establish site locations for all activities</li> </ul> | <ul style="list-style-type: none"> <li>• Prepare storage spaces around the campus for materials which will be used for all activities.</li> </ul>                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                 | <p style="text-align: center;"><b>O-Week</b></p> <ul style="list-style-type: none"> <li>• Ensure all activities are stocked, manned, and running smoothly</li> <li>• Manage society collaborations</li> <li>• Troubleshoot any issues with Activities shifts</li> </ul> |

#### *Throughout the program*

- Create and facilitate training for volunteers in the operation of activities including the creation of written briefs and runsheets.
- Work with Events & Activations to integrate events into the timetable and make sure that the transition from day to nighttime events is smooth.
- Work with Arc Clubs to integrate club events into the timetable, while working to fit all activities with their varying requirements in the busy site.
- Assess and manage risk for all activities, including writing risk assessments, creating controls, and managing risk during the activities themselves.
- Source and build all materials required for activities and organise them into a storage layout that is easy for volunteers to understand and access.
- Coordinate storage space for activities materials.
- Set engagement targets and track event participation throughout the week.

## **General Tasks and Responsibilities**

### ***These are common to all Organising Team members.***

- Actively contribute to program-wide activities including, but not limited to:
  - o Aiding in recruitment and selection of volunteers
  - o Writing and facilitating several central volunteer training sessions
- Prepare a detailed budget and create a project plan across multiple complex projects, with achievable goals.
- Communicate effectively on deliverables, deadlines, progress, and barriers regularly both within the program (to the Yellow Shirts coordinator, other Organising Team members and Squad Leaders) and outside of the program (to UNSW stakeholders, and multiple Arc staff across departments).
- Champion Arc values, as well as principles of equity, diversity and inclusion.

- Create and adhere to long term plans, with the ability to problem solve to allow for last minute changes.
- Manage, mentor, and support your trio of Squad Leaders to ensure they achieve both professional and personal goals.
- Maintain professional relationships internally and externally, representing both Arc and the Yellow Shirts program.
- Assist other Organising Team members with their projects and workloads.
- Report on progress and key deliverables throughout your term, writing a detailed handover at the conclusion of your experience.

## Selection Criteria

*Each item here describes a skill or trait that is useful for the role. We're looking for these skills and traits in candidates.*

- Creative and innovative.
- Adaptive to changing conditions and circumstances.
- Adept at managing time and competing tasks.
- Able to plan long-term.
- Thorough and attentive to detail, with good logistical skills.
- Adept at problem solving.
- Effective communicator.
- Effective in raising spirits and motivating.

*It is not the intention of the role description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role. **Positions offered are subject to change in accordance with applicant's skills and motivations, or changing circumstances.***