

PROGRAM & POSITION OVERVIEW

Arc Insiders is the face of Arc! We bridge the gap between what students want, and what Arc offers by matchmaking them to the events, activities, and programs that best suit their preferences. Volunteers are the heart of the program, communicating directly with students during fun and welcoming activations held on a weekly basis.

Position Title	Volunteer
Organisation	Arc @ UNSW
Location	Kensington Campus
Duration	1 Term min.
General Volunteer Time Commitment	3 hrs/week
Senior Volunteer Time Commitment	4-5 hrs/week

Eligibility Criteria

- Be a UNSW Student for the duration of the volunteering period
- Attend mandatory training days/sessions

Rewards & Outcomes

- AHEGS Accreditation
- Microcredentials
- Community & friendship

Key Responsibilities

General Volunteers:

- Attend assigned shifts
- Execute activities
- Interact with students
- Answer questions about uni and Arc
- Connect students to different Arc events and programs
- Attend meetings with Senior Volunteers

Senior Volunteers:

- Lead a team of General Volunteers during shifts
- Plan weekly sessions, activities, and other miscellaneous sessions
- Foster a positive and inclusive team culture
- Attend meetings with the Program Officer
- Conduct meetings with the General Volunteers
- Track volunteer hours
- Be the point-of-contact for the Program Officer

Skills Gained

General Volunteers:

- Communication
- Teamwork
- Organisational and time management
- Event management

Senior Volunteers:

- Leadership
- Volunteer management

Note: This is a volunteer position and does not offer monetary compensation. Submit your application via the Rubric Platform (link available on website)