

Volunteer Role Outline

Recruitment and Development (R&D) 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 and Purpose:

O-Week's most valuable asset are the Yellow Shirt volunteers, and the role of the Recruitment & Development (R&D) organising team member is to recruit those volunteers. R&D is responsible for the selections of these volunteers and managing development programs (such as band and dance) that Yellow Shirts runs over the Summer. As such, they will also recruit the development program managers, and be the point of call for these programs throughout the Summer and at O-Week.

Aims & Responsibilities:

The R&D OT is responsible for collaborating with the Coordinator regarding the selection of the Yellow Shirts, working to develop and implement a process that is fair, transparent, effective and fit for the direction of the program with the objective to develop a dynamic and progressive system that better captures the qualities of candidates.

The role facilitates personal development and relationships, recognising the strengths and weaknesses of others and helping them to positively build on these. It creates and develops squads, double squads and SLOT.

R&D has a huge influence on the O-Week program. By improving volunteer skills, both personal and professional, it raises not only the quality of this O-Week, but the leadership of O-Weeks in future. Accordingly, the time commitment required, particularly at the beginning of the role, is large.

This role is perfect for a person who is perceptive, thorough, open and constructive, and comfortable with training people in small and large groups.

Specific tasks and responsibilities

N.B. Please note that the periods of Squad Leader recruitment (anticipated July) and Yellow Shirt recruitment (anticipated mid-September for applications, and mid-late October for interviews) will ideally require availability in the weeks prior.

However, this role may also 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
<u>By early July</u> - Develop and approve application criteria for Squad Leader recruitment. <u>By mid-July</u> - Develop the internal marking systems for selections. - Plan and run volunteer recruitment and selections for Squad Leaders with the Coordinator that encompass principles of equity, diversity and opportunity	<u>By the end of August</u> Begin planning recruitment for volunteers	<u>By mid-Sept</u> Plan and run volunteer applications for Yellow Shirts with the Coordinator that encompass program values of equity, diversity, and inclusion.	<u>By early October</u> - Prepare Squad Leaders for development programs <u>By the end of October</u> - Plan and run volunteer recruitment and selections for Yellow Shirts with the Coordinator that encompass principles of equity, diversity and opportunity. - Together with the Coordinator, allocate Yellow Shirts into balanced double squads.
Nov	Dec	Jan	Feb
<u>By mid-Nov</u> Together with the Coordinator, develop an effective monitoring and evaluation plan to assist SLOT and volunteers with their personal and professional development.	<u>By mid-Dec</u> Recruit development program managers, leaders and members.	<u>By mid-January</u> - Assist the Wellbeing & Community OT with preparations for Yellow Shirts Camp. - With Wellbeing & Community OT, plan and oversee new program initiatives. - With Events & Activations OT, explore opportunities for showcasing YS band, dance etc at O-Week.	<u>Immediately prior to O-Week</u> - Ensure the logistics of development programs at O-Week have been finalised. <u>O-Week</u> - Alongside contingency OT, assist other OT in day-to-day running of their portfolios, in particular with regard to restock, trouble-shooting and engaging with externals. - Manage and be the point of contact for band, dance, etc

General Tasks and Responsibilities

These are common to all Organising Team members.

- Actively contribute to program-wide activities including, but not limited to:
 - Aiding in recruitment and selection of volunteers
 - 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.
- Attend weekly entire Organising Team meetings to provide portfolio updates and plan program initiatives.
- Write a detailed handover at the conclusion of your experience and equip future Organising Team members for success.

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.

- Able to work independently to plan long-term and execute tasks, effectively managing time.
- Attentive to detail and strong interpersonal awareness.
- Confident, professional, and effective communicator.
- Effective written and verbal communication skills.
- Effective in seeking and responding to feedback.
- Adept at problem solving.
- Persistent and determined.
- Flexible in unstable circumstances.
- Experienced in developing others.
- Creative and innovative.

Desirable Criteria

- **Has been a previous Squad Leader or Organising Team Member in the Yellow Shirts Program.**

*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.***