

Position Description

O-Week 2018: Return Yellow Shirt Volunteers

Purpose of this document

This document outlines important details about being a Return Yellow Shirt, including what you should know before applying and other information in regards to the application process. This document will cover:

- Company Description;
- Goals of O-Week and Arc@UNSW;
- The role of a Yellow Shirt;
- The benefits of being a Yellow Shirt;
- Program dates;
- Application process.

Company Description

Arc is a voluntary student membership organisation that provides recreational, cultural, and representational services to the students of the University of New South Wales (UNSW). Arc's primary purpose is to enable student life at UNSW to be more fulfilling through the provision of volunteer programs, sports development, relevant services, social experiences and student support to complement the academic side of university life and allow students a further platform to grow and have fun.

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 students to become involved in the campus community.

O-Week is the longest running volunteer program of Arc. Most students' first contact with Arc is during O-Week, so the goal of the program is to create a welcoming and enjoyable experience for new students. It does this through its friendly and helpful volunteers, useful information, and an engaging program of events. This all combines to make sure that each new student knows just how much university can give them. Moreover, the O-Week program aims to also develop students, striving to enhance the skills and university experience of its volunteers.

The role of a Return Yellow Shirt

A Return Yellow Shirt is a volunteer who has previously been involved within the Yellow Shirts program. The Yellow Shirts Orientation Week Program began in 1989 and has been recognised as the largest and most-involved of its type in the southern hemisphere, with five full days of events, games, workshops, parties and information, all run by approximately 190 Yellow Shirt volunteers.

Yellow Shirts run both daytime and night-time events throughout O-Week. They design, set up, pack up and oversee these events. Yellow Shirts also play an important role in encouraging new students to meet new people and make friends at O-Week events. Yellow Shirts give information and assistance; this may involve running help desks, answering questions and directing students to events. They conduct promotional 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.

Benefits of being a Return 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.

Each training event offers many opportunities to socialise and meet new people, and there are many other social events outside of 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 the students that you will meet. As a Return, you will also gain the satisfaction of being able to support and assist your fellow shirts and your Squad Leader, and further your existing skills.

Yellow Shirts are recognised by the University for their work throughout O-Week, with each volunteer's achievements recorded on their Australian Higher Education Graduate Statement.

Program Dates

Being a Yellow Shirt volunteer requires commitment. The following dates are **compulsory** for all volunteers and are taken seriously. If a volunteer is unable to attend the compulsory date/s they will be required to forfeit their position, if selected.

- **Friday 27th October 2017:** Intro BBQ
- **Saturday 6th January 2018:** Training Day #1
- **Saturday 20th January 2018:** Training Day #2
- **Friday 2nd February 2018 – Sunday 4th February 2018:** Training Camp
- **Friday 9th February 2018:** Training Day #3
- **Monday 19th February 2018 – Friday 23rd February 2018:** O-Week

Whilst the official commitments finish after O-Week, there will be many opportunities to continue volunteering on behalf of the program such as at Semester 2 O-Day, Open Day, and Info Day. Whilst not compulsory, we highly encourage our volunteers to go the extra mile to help the program and its students.

Application Process

Applicants are required to undergo a two-stage process to become a Yellow Shirt. The first stage is a written application (via www.arc.unsw.edu.au/grow/volunteering/yellow-shirts) that will open from **9am Monday 11th of September to 5pm Friday 22nd of September 2017**. If your written application is successful, you will be invited to the second stage for an interview and group activity. Returns will have separate selection processes for both stages.

At each stage, we will assess applicants on how well we believe you match what we are looking for in our volunteers. They include attributes such as:

- **Understanding of the program**
As someone who has been through the program before, Return Shirts should have an understanding of the goals and aims of the program. Return Shirts should have an idea of what they wish to gain and what they can bring to the Yellow Shirts program.
- **Dedicated and responsible**
190 people seems like a lot until you see how much there is to do. We need every volunteer to be there when we ask, and do the work needed to make O-Week happen.
- **Willing to learn**
Nobody is perfect. We need volunteers who will take on the skills we train for, identify and improve on their own weaknesses, and respond to feedback.

- **A good team worker**
Yellow Shirts spend more time with their Squad than they spend sleeping during O-Week, so we are looking for volunteers who will get along well and be capable of completing tasks 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 achieved better. We need volunteers who can take the initiative and go beyond what's asked of them.
- **Respectful of diversity and inclusion**
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 and facilitate inclusion.
- **Supportive**
As a Return Shirt, you are the main bridge between Yellow Shirts and Squad Leaders. If needed, you will be there to support your Squad Leader and fellow Shirts using your experience and knowledge.

If you believe you have those qualities and have the desire to improve on these traits, 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 Orientation Week experience.