

PROGRAM & POSITION OVERVIEW

The Second Life Hub aims to bring new life to pre-loved items by redistributing them to students for free, or at an extremely low price! Volunteers are at the hear of the operation by managing the Second Life Hub space and interacting with the community that comes through on a daily basis.

Position Title	Volunteer
Organisation	Arc @ UNSW
Location	Kensington Campus
Duration	1 Term min.
General Volunteer Time Commitment	2 hrs/week
Senior Volunteer Time Commitment	3-4 hrs/week

Eligibility Criteria

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

Rewards & Outcomes

General Volunteers:

- AHEGS Accreditation
- Microcredentials
- Community & friendship
- Retail experience

Senior Volunteers:

- Leadership opportunities

Key Responsibilities

General Volunteers:

- Be the face of the program
- Communicate with staff and students daily/each shift
- Take stock of donations with senior volunteers
- Help set up activations with senior volunteers
- Sort items with senior volunteers
- Help staff and student queries

Senior Volunteers:

- Help lead a shifts and activations
- Help plan activations
- Be the first point of contact for General Volunteers
- Manage teams of volunteers
- Help plan weekly activities with the Program Officer
- Be in charge of a POS system
- Provide Program Officer with feedback weekly/bi-weekly

Skills Gained

General Volunteers:

- Communications
- Teamwork
- Organisational and time management
- Event management
- Inventory 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)