

PROGRAM & POSITION OVERVIEW

Love plants, gardening, or just want to get your hands dirty? The Producers is Arc's student-run urban gardening program where you can learn to grow your own food, connect with nature, and be part of a sustainable community on campus. Volunteers run weekly gardening sessions, workshops, and sustainability activities, all open to the UNSW community.

Position Title	Volunteer
Organisation	Arc @ UNSW
Location	Kensington Campus
Duration	1 Term min.
General Volunteer Time Commitment	2-3 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
- Gardening knowledge
- Free produce from the garden!

Senior Volunteers:

- Leadership opportunities

Key Responsibilities

General Volunteers:

- Read the runsheet/ brief before every shift
- Facilitate running gardening sessions (Working Bee), including guiding participants, action gardening maintenance tasks such as composting, weeding, mulching,...
- Work closely with Senior Volunteers and Officer to report and provide feedback and suggestion for program development
- Take on stall duty which includes interacting with visitors, promote new events and encourage people to attend our future events
- Maintain the garden space to be healthy and clean
- Report tasks done after every Garden Maintenance shift

Senior Volunteers:

- Lead the shift and coordinate volunteers, including delegating tasks, ensuring assigned tasks and requirements are met and activations happen smoothly.
- Ensure positive and inclusive atmosphere and safety handling during shifts
- Track volunteer performance
- Debrief after every shift, make sure tasks are met, shoutout, collect feedback and provide feedback.
- Report all these things to the officer.
- Attend senior meetings to help develop and plan activations for the program.

Skills Gained

General Volunteers:

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

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)