

Volunteer Role Outline

Training 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:

O-Week's most valuable asset is its volunteers, and the role of the Training OT is to train those volunteers to their full potential. The role designs training curriculums to match training goals, and volunteer goals.

Purpose, Aims and Responsibilities:

Yellow Shirts are famous for their helpfulness and campus knowledge, because of the work of the Training OT in compiling detailed campus and O-Week specific information into a Yellow Shirt training manual and assessing volunteers on their learning and in being effective volunteers. The Training OT works with every level of the O-Week program, developing training programs for the Organising Team, Squad Leaders and Yellow Shirts. It leads training sessions and creates hand-outs, slides and visual aids to support that training, calling on trainers from within and outside the program. The role will involve using our current resources and revitalising Training to ensure that Yellow Shirts are trained effectively.

The Training OT will be required to perform a heavy overhaul of the current training curriculum, revising and updating each aspect to better cater to the changing needs of both first-year students and Yellow Shirts. The Training OT should also account for all current circumstances, working with the Transformation OT to ensure contingent plans for the potential online delivery (best to always be prepared!), as well as for an updated hybridised training curriculum for our 180ish volunteers.

The Training OT has a huge influence on the O-Week program. By improving volunteer skills, it raises not only the quality of this O-Week, but the leadership of O-Weeks in the future. Accordingly, the time commitment required 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. This role may 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. However, this is contingent on the preparation done prior to January.

July	August	Sept/ Oct	Nov
<p><u>By mid- July</u></p> <ul style="list-style-type: none"> • Work with Coordinator and Transformation and Technologies OT to plan OT training • Run OT training • Working with Arc mentor/s, update training goals based on previous training evaluations and volunteer needs for each level of the program, including Organising Team, Squad Leaders and Yellow Shirts. • Review all relevant feedback from previous years of the program and determine new targets for training. • Perform a comprehensive restructure of training offerings, removing, merging, or adding new sessions as necessary. • Draft a syllabus for training based on updated training goals. <p><u>By the end of July</u></p> <ul style="list-style-type: none"> • Finalise SLOT syllabus and commence training for SLOT. 	<p><u>By the end of August</u></p> <ul style="list-style-type: none"> • Finalise YS syllabus. • With the Transformation and Technologies, and Tours OT, devise and prepare introductory training material to be distributed to volunteers before TD1. 	<ul style="list-style-type: none"> • Begin preparations for SLOT camp • In collaboration with the Training and Transformation OT, research and choose a training platform that serves the needs of 2026 Yellow Shirts training 	<p><u>By early Nov</u></p> <ul style="list-style-type: none"> • Have campus information on training materials updated and compiled • Finalise details for the training manual. • With the Transformation and Technologies and Tours OT, distribute and monitor initial Yellow Shirts knowledge quizzes for completion after TD1.

Dec	Jan	Feb
<p><u>By the end of December</u></p> <ul style="list-style-type: none"> • Work towards finalisation of materials for remaining training days. 	<p><u>Within January</u></p> <ul style="list-style-type: none"> • Have all materials ready for 2025 TDs and Camp • Manage, organise and run all training days and training camp. • Complete preparation for final SLOT training day. 	<p><u>Immediately prior to O-Week</u></p> <ul style="list-style-type: none"> • Help other OT prepare for O-Week • Run and manage SLOT 6 <p><u>O-Week</u></p> <ul style="list-style-type: none"> • Assist Tours as contingency for Tours marshalling, and manage and run drink stops throughout the week. • 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.

Throughout the program

- Plan, create, and facilitate training events, organising training material, structure and trainers for all major training days (both SLOT training and YS training), as well as Organising Team training.
- Create training manuals for Yellow Shirts, Squad Leaders and the Organising Team.
- Seek feedback on training sessions and adjust as necessary.

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.
- Report on progress and key deliverables throughout your term, writing a detailed handover at the conclusion of your experience.

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.

- Experienced in developing others.
- Able to plan long-term, adept at managing time and competing tasks.
- Thorough and attentive to detail.
- Confident, professional, and effective communicator.
- Effective written and verbal communication skills.
- Effective in seeking and responding to feedback.
- Adept at problem solving.
- Creative and innovative.
- Persistent and determined.
- Flexible in unstable circumstances.

Desirable Criteria

- **Has been a 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.***