

# Volunteer Role Outline

## **Wellbeing, Culture & Community (WCC) 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 Wellbeing, Culture & Community (WCC) is about volunteer needs and growth. The portfolio designs and runs social activities and team bonding at training days, training camps, and additional events for the program. Secondly, it takes care of volunteer health, safety and wellbeing. This includes attention to first aid, WHS and medical requirements and arranging catering across a variety of events, and helps volunteers find accommodation where possible.

#### **Aims & Responsibilities:**

WCC is the main source of support for all levels of the program, and is a key figure in the chain of conflict resolution. They are responsible for developing detailed grievance and wellness chain procedures and consultation processes for the wider program. Furthermore, they manage the wellbeing, catering and social events of the program.

The WCC OT is also responsible for facilitating the sense of community in the Yellow Shirts program, ensuring that internal communications are maintained where Yellow Shirts are informed of program events and developments in the lead-up to O-Week.

This role is suited to those who have a real interest in food, socials, and people. If you are someone who is compassionate, thoughtful and creative, the wellbeing and community role may be perfect for you!

## 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.

July	August	Sept/ Oct	Nov
<p><u>By mid- July</u></p> <ul style="list-style-type: none"> <li>Design a program of social and team bonding events based on development goals.</li> <li>Design and organise wellness protocol for incoming SLOT members</li> <li>Prepare a proposal in conjunction with Arc's Wellness program to develop mechanisms and opportunities that offer an open, inclusive, and informative environment to talk. These topics can include: <ul style="list-style-type: none"> <li>Stress management;</li> <li>Nutrition;</li> <li>Alcohol</li> </ul> </li> </ul> <p><u>By end of July</u></p> <ul style="list-style-type: none"> <li>Finalise detailed grievance chain procedures and consultation processes</li> <li>Finalise a wellness chain procedure with the Coordinator and establish protocol for dealing with issues of physical and mental/emotional health within the program.</li> <li>Finalise social activities for SLOT</li> </ul>	<p><u>By the end of August</u></p> <ul style="list-style-type: none"> <li>Finalise social activities for the Yellow Shirts Program with a focus on community-based activities</li> <li>Finalise a culture-based approach to internal communications within the Yellow Shirts program, particularly in relation to attendance at, participation in, and documenting of program-wide events.</li> </ul>	<p>N/A</p>	<p><u>By the end of November</u></p> <ul style="list-style-type: none"> <li>Finalise in conjunction with Arc's Wellness program, mechanisms and opportunities that offer an open, inclusive, and informative environment to talk. These topics can include: <ul style="list-style-type: none"> <li>Stress management;</li> <li>Support of Others</li> <li>Nutrition;</li> <li>Alcohol</li> </ul> </li> </ul>

Dec	Jan	Feb
<u>By end of December</u> <ul style="list-style-type: none"> <li>• Begin preparations for YS camp</li> <li>• Devise culture and crisis-response protocol for Yellow Shirts Camp</li> </ul>	<u>By mid-Jan</u> <ul style="list-style-type: none"> <li>• Ensure all camp arrangements (transport, accommodation, and allocations) are completed and ready for camp briefing.</li> <li>• Inform and brief SLOT on the rules and protocol surrounding Yellow Shirts Camp</li> </ul> <u>By end of Jan</u> <ul style="list-style-type: none"> <li>• Monitor the wellbeing of SLOT members</li> <li>• Establish wellbeing protocols for O-Week</li> </ul>	<u>Immediately prior to O-Week</u> <ul style="list-style-type: none"> <li>• Prepare materials and storage for BBQs</li> </ul> <u>O-Week</u> <ul style="list-style-type: none"> <li>• Stock, re-stock and troubleshoot O-Week BBQs for both Pancakes and Tours, ensuring they are running smoothly.</li> <li>• Provide breakfast and lunch for O-Week.</li> <li>• Be on-hand to handle any concerns relating to wellness of volunteers during O-Week.</li> <li>• 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.</li> </ul>

#### *Throughout the program*

- Look after volunteers throughout the program, physically (food, water, sunscreen, medical aid) and create and guide structures to support the program mentally/emotionally (happiness, support, bonding, personal growth).
- Be the main source of support for all levels of the program, and is a key figure in the chain of conflict resolution.
- Plan and run social and training events with a focus on community orientated events, while supporting other OT to facilitate similar team building activities.
- Make sure volunteers have equitable access to the program: meet reasonable special requirements and keep cost to volunteers low.
- Use internal communications to facilitate a sense of community, maintain a record of past events, and to collect information from volunteers (e.g. dietary and medical requirements)
- Organise catering for SLOT and program wide training sessions.
- Ensure the program has a supportive and inclusive atmosphere.

## 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.
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## 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.*

- Motivational, supportive and empathetic.
- Adaptive to challenges that arise from different circumstances
- Adept at managing time and competing tasks, able to plan long-term.
- Thorough and attentive to detail, with good logistical skills.
- Proficient in managing money.
- Effective communicator.

*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.***