

VOLUNTEER ROLE DESCRIPTION

VOLUNTEER ROLE TITLE	UMSU Volunteer
SUPERVISION /SUPPORT	Volunteering Department

ROLE PURPOSE
Volunteers play an important role in helping UMSU to achieve its purpose and provide valuable support across many areas of the organisation. Volunteers contribute to the success of UMSU through program support, operational support, and general support for all UMSU events. UMSU relies on the support of volunteers and without them, these programs would not be possible.

Our Vision
To connect with every student, elevate their voices and provide them with an unforgettable university experience.
Our Purpose
We enhance student life at the University of Melbourne by elevating and representing student voices through purposeful engagement and advocacy and providing exceptional programs, services and opportunities that champion inclusivity and accessibility.
Values
<ul style="list-style-type: none"> • Student Led & Focused • Inclusive & Connected • Effective & Engaged • Accountable, Transparent & Responsive

ROLE OVERVIEW	
Commitment	Volunteer shifts generally run between 1-3 hours. Shift attendance is highly flexible based on your availability, and available opportunities will depend on the planned schedule of events.
Team	UMSU Volunteer Program
Department	Volunteering
Location	Building 168

ROLE OVERVIEW	
Key responsibilities	<p>Program & Event Support</p> <ul style="list-style-type: none"> • Supporting activity owners with running programs, events, and workshops including preparing and distributing food, merchandise, and activity supplies • Assisting with set up and pack down of programs and events • Manual handling including setting up chairs, tables, marquees and decorations required for the event • Assisting with registration and check in process for attendees • Collecting feedback forms from attendees <p>Operational Support</p> <ul style="list-style-type: none"> • Providing administrative support to activity owners • Assisting activity owners in updating and maintaining volunteer database and attendance records • Assisting activity owners with creation and distribution of promotional materials <p>General Support</p> <ul style="list-style-type: none"> • Notify activity owner of any changes to availability to attend rostered shifts • Notify Volunteering Manager of any changes to personal circumstances which will impact the ability to perform the role • Ensure the UMSU is a safe space for students experiencing emotional, personal or social issues to access the UMSU programs • Actively discourage discrimination, harassment and bullying of any kind, including homophobia, transphobia, racism, ableism, and sexual harassment • Refer students to UMSU services as needed
Skills and attributes	<p>Essential</p> <ul style="list-style-type: none"> • Excellent communication, active listening, and interpersonal skills • Maintains an open approachable manner and treats others with respect, and compassion • Committed, reliable and punctual • Ability and willingness to learn and accurately follow all relevant processes and procedures • The ability to work under pressure in a team environment • Demonstrates initiative and motivation • Ability to maintain professional boundaries
Application process and requirements	<ul style="list-style-type: none"> • Complete a volunteer application form • Sign UMSU Volunteer Agreement • Sign UMSU Child Safe Code of Conduct • Complete DoFoodSafely course • Attend training and induction

ROLE OVERVIEW

<p>Benefits</p>	<ul style="list-style-type: none">• Gain skills and experience in running programs and events• Meet and get to know other volunteers and staff, including at social events• Access training and development opportunities• Obtain Melbourne Plus certification• Knowledge that you are making a difference and contributing to the wider student community
------------------------	--