

Volunteer Coordinator (Fixed term, Part-time)



General:

UCSA is the University of Canterbury Students' Association Incorporated. Established in 1894, the UCSA is a not for profit organisation with charity status. Twelve elected student representatives govern the UCSA with the support and guidance of external advisors via an Advisory Board. At times, the UCSA employs up to 140 full time, part time and casual staff who report through to the Chief Executive. We offer the diversity to reflect the many services that students have initiated to ensure that the university experience for students at Canterbury is all that it can be.

OUR VISION

We are here for students.

OUR MISSION

Helping students succeed and belong.

Main Purpose:

Reporting to the Events & Activities Manager and working closely with the Events & Activities Coordinators and Clubs Coordinator, the UCSA Volunteer Coordinator is responsible for the administration and supervision of UCSA volunteers for Orientation.

Responsible for:

UCSA Volunteers, other UCSA fixed term or casual employees working over Orientation.

Duties, Responsibilities and Expected Outcomes:

	Duties and responsibilities	Expected Outcomes
A	Induction of Volunteers	
1	Organise and implement training and induction days for all UCSA volunteers with a focus on health & safety.	<p>All UCSA Volunteers attend an Induction day.</p> <p>All UCSA Volunteers complete relevant paperwork before starting as a volunteer (this is to include proof of H&S induction and Events/Activity briefing)</p> <p>A UCSA Volunteer Code of Conduct is created and signed off by all UCSA volunteers.</p> <p>All UCSA Volunteers have their volunteer packs, t-shirts and information booklets.</p>

	Duties and responsibilities	Expected Outcomes
B	Rostering of Volunteers	
1	Organise rosters and groupings of UCSA Volunteers to ensure sufficient volunteer support is provided for Events and Activities.	Volunteers are available and carry out duties as required for pack in and out, theming, BBQ, traffic marshals, sustainability, hydration and gate duties.
2	Greet UCSA volunteers before events/activities and brief them on their duties and responsibilities.	All UCSA Volunteers are briefed on their duties and responsibilities before the event/activity commences.
C	Management of Volunteers	
1	Coordinate a Volunteer Roster that incorporates breaks and reasonable work hours.	UCSA Volunteers are not overworked and have adequate breaks.
2	Provide snacks/meals and water to UCSA Volunteers as needed.	UCSA Volunteers are hydrated and nourished as needed.
D	Acknowledgement of Volunteers	
1	Organise and provide Thank You perks to UCSA Volunteers.	Identify UCSA Volunteers that should be acknowledged and rewarded for their efforts.
2	Organise post Orientation thank you event for volunteers.	Appropriate recognition is given to volunteers with an event (within an agreed timeframe and budget).
E	General	
1	Comply with all Health and Safety regulations and policies	A safe and healthy working and learning environment is maintained at all times. Encourage fellow employees/volunteers to work safely and look out for each other. Ensure cleanliness/tidiness of work areas.
2	Team work	Active and positive contributor to the UCSA

	Duties and responsibilities	Expected Outcomes
		team.
3	Leadership	Displays the qualities of a positive leader and manager.
4	Any other duties that the Events & Activities Manager may reasonably require.	

Relationship with:

UC Students, UCSA Executive, UCSA Chief Executive, UCSA Events & Activities team, UCSA Media team, Community.

Budget/Authorisation:

Authority to spend within approved budget, as allocated by the Events & Activities Manager.

Qualifications:

- Minimum tertiary education to degree level (or equivalent) in a relevant field (e.g. advocacy, welfare, community service, event management)
- Current and full drivers' licence

Experience:

- At least 2 years' experience in leading or managing a team of volunteers
- Experience as a volunteer for a range of events and activities
- Experience working with students – both domestic and international

Personal attributes:

- Excellent leadership skills and ability to work as part of a team
- Friendly and approachable, with a particular empathy for students.
- Honest and reliable
- Excellent communication and interpersonal skills
- Ability to conduct him or herself in a positive and professional manner at all times
- Well-developed organisational, delegation and supervisory skills
- Ability to prioritise, multitask and work under pressure
- Self-motivated, proactive with excellent time management skills