Volunteer Position Description

Position Title: MSA O-Camps and Events Mega Host

Unit: Department

Reports to: Volunteer Coordinator

Effective Date:
Term One – Effective from 1st November of the previous year
Term Two – Effective 1st June

Incumbent

Signature ______________________ Date ________________

APPROVED BY SUPERVISOR

TITLE __________________________

SIGNATURE _______________________ Date ________________
ORGANISATIONAL CONTEXT

Monash Student Association:

Located at the Clayton Campus of Monash University the MSA is made up of elected student representatives who represent all Clayton campus students on general issues such as quality of education, course costs and student welfare, as well as specific issues such as women's affairs and queer affairs.

Position Summary:

MSA O- Camps and Events aim to provide a better orientation to all new students of Monash University Clayton Campus before the commencement of the academic year. In order to achieve our goal, we need a group of enthusiastic and dedicated individuals who want to help out with the program and have fun simultaneously. As the number of places available for Hosts to attend Camps is limited, please keep in mind that a position on an MSA O-Camp and Events Camp is subject to how well you exhibit the qualities required for being a Camps Host.

MSA O- Camps and Events are looking for 8-12 (8 in our Mid-Year Season and 12 in our Summer Season) enthusiastic and dedicated individuals to assist with the program in the role of Mega host. Mega Hosts are asked to assist the MSA O- Camps and Events Sub-Coordinators in organising enrolments, orientation camps and social events.

This role requires commitment and leadership, but also allows for a lot of fun and satisfaction. You will need to meet the selection criteria as detailed in the Position Descriptions, and must have previous experience as a Host in the program.

According to the MSA Volunteer Reward Program, for each hour that the volunteer is required they will be rewarded with 40 Reward Points per MSA O- Camps and Events Term. No more than 80 Reward Points can be claimed per MSA O- Camps and Events year. To claim Rewards Points, the volunteer must record points using the MSA Volunteer Position Log (available from the MSA Volunteer Office and from the MSA Website).

Send copies of your Working with Children's Check, Drivers License, Food Safety, Incident Management Training, Mental First Aid, First Aid Certificates & Current RSA's to the Volunteer Coordinator email address (stefanie.maccar@monash.edu) or submit hard copies of each document to MSA Reception or the Volunteer Coordinator Office.

Interviews for these positions will be conducted at the discretion of the Volunteer Coordinator.

Mega Hosts are to be mentored by the Volunteer Coordinator and MSA O- Camps and Events Sub-Coordinators. If you feel you have plenty of room to grow in some areas, let us know in your application. The most important quality you can have is a determined enthusiasm and knowing the gaps in your abilities.

KEY RESULTS AREAS AND RESPONSIBILITIES

1. Operational
   - Mega Hosts are asked to complete the following tasks:
Help students make friends and feel orientated within the Monash student community.

Attend training at the start of each MSA O-Camps and Events term.

Complete relevant certificates and online training (e.g. First Aid, RSA, Grievance training, Food Handling, Incident Management).

Assist Sub-Coordinators with the organising of MSA O-Camps and Events events and activities.

- Activities:
  - Host Hangouts
  - Bar Nights
  - MSA Beach Day
  - MSA UV Glow
  - MSA Ugly Jumper
  - MSA City Scavenger Hunt
  - MSA On Campus Amazing Race
  - MSA Social Functions
  - MSA Movie Marathon
  - Monash Abroad Events
    - Tasks may include:
      - Managing Campus Tours
      - Managing the distribution of Breakfast and Lunch
      - Managing O-Festival Stage
      - Managing MSA O-Camps and Events booth
      - Managing MSA O-Camps and Events Night Ticket Sales
      - Ensuring that Hosts are actively contributing

- Camps
  - Semester One Camps (1)
  - Semester Two Camp (1)
  - Camp tasks may include:
    - Organising and picking up milk
    - Preparing and cooking one allocated meal per camp for all attendees
    - Bartending
    - Opening and running camp shop
    - Night watch
    - Staying awake one night per camp
    - Taking an active role in camp activities (such as the Trivia Night, Information Sessions and Karaoke Night)
    - Assisting Host Parents with badly behaving children
  - Each Mega Host will also be allocated a specific secondary responsibility for the duration of the Camp. These are as follows (training will be provided where appropriate):
    - Driver (Minimum requirement: Green P’s)
    - First Aid
    - Mental Health First Aid
    - RSA
    - Incident Management
    - Food Safety Training

- Enrolments
  - Pre-Enrolment Information Sessions
  - Enrolments Set Up
● Semester One Enrolments
● Domestic
● International
● Semester Two Enrolments
● Enrolment tasks may include:
  o Selling
    ▪ Camps
    ▪ Functions
    ▪ UV Glow
    ▪ Abroad Night Events
  o Maybe asked to pick up lunch for Hosts
  o Organise and host one weekend function per semester
  o Co-host one weekend function per semester
  o Assist in the supervision of Hosts
  o Actively participate in the selling of MSA O- Camps and Events, events and activities
  o Actively participate in the running of one Mega Host Function per MSA O- Camps and Events term.
  o Attend all compulsory MSA O- Camps and Events events (shaded events in the calendar).
  o Attend the majority of non-compulsory events
  o Whilst attending any official MSA O- Camps and Events functions, participate fully and in a manner that is in the spirit of the program, and is in line with the Host Code of Conduct (Appendix A).
● Maintain a safe work environment and standard of operation.

2. Policy, Procedures, Quality and Systems
● Contribute to policy or procedural initiatives.
● Ensure Health and Safety regulations are strictly adhered to.
● Ensure that the MSA volunteer policies and procedures are strictly adhered to.

3. Leadership Responsibilities
● Provide support to the MSA O- Camps and Events Sub-Coordinators, Mega Hosts and other MSA Volunteers.
● Ensure OH&S compliance.
● Provide continual feedback on efficiency and performance.
● Ensure statutory requirements and MSA policy, are being adhered to by students who are volunteering within area of responsibility.

4. People Management Requirements
● Treat employees, customers and peers with honesty, fairness and respect.
● Demonstrate the values of Monash Student Association.
● Act in a manner that is consistent with Monash Student Association’s culture, values and strategic vision at all times.

5. OH&S Requirements
● Conduct your duties in a safe manner at all times, resulting in no injuries to yourself or others.
● Maintain a safe workplace in accordance with Monash University and Monash Student Association guidelines.
● Comply with all legislative OH&S requirements, including but not limited to, reporting all hazards immediately, reporting all incidents immediately, participating in OH&S training and ensuring all necessary licences, registrations and certificates pertaining to the role are in place.
● Correctly use Personal Protective Equipment (PPE) and equipment when required.

**KEY RESULTS AREAS**
● Works well in a team environment, both within the immediate area of responsibility and that of the wider Monash Student Association.

**KEY SELECTION CRITERIA**

**Essential**
1. Current enrolment as a student of Monash University
2. Current enrolment as an MSA Volunteer (Online application is available on the MSA Website)
3. A Working with Childrens Check (WWC), or willingness to obtain one. If you do not have a Working With Children Check, pick up an application form from the Volunteer Office or any Post Office.
4. A broad understanding of the Monash Student Association, Monash University, and the diversity of the student experience at Monash University.
5. The ability to act professionally and at arm’s length to all first years.
6. Ability to be a reliable, reasonable & responsible team player, and evidence that they are capable of taking a position of responsibility, and leadership.
7. Proficient communication skills at all levels.

**Desirable**
1. Availability and intention to attend both first and second semester MSA O-Camps and Events programs.

**OTHER JOB RELATED INFORMATION**

*Mega Hosts who successfully complete a full year term will receive a reference letter from the Volunteer Coordinator when requested.*

*This position is a volunteer role. No remuneration is provided for work undertaken.*

*MSA Volunteers may be eligible for the ‘MSA Volunteer Certificate’ as per the MSA volunteer policies and procedures.*
Appendix A
MSA O- Camps and Events Code of Conduct

Any MSA O- Camps and Events personnel who engage in the following behavior may be dismissed from the MSA O- Camps and Events program or any part of it, at the discretion of the Volunteer Coordinator:

- Drunkenness
- Nudity
- Sexual behaviour with first year students.
  - Includes, but not limited to:
    - Sexual jokes and/or innuendo;
    - Physical contact of a sexual nature;
    - Requests to engage in sexual activity;
    - Taking and/or communication of sexual explicit photographs;
    - Any other communication of a sexual nature
- Encouraging excessive alcohol consumption
- Racist, sexist or homophobic behavior
- Any other behavior that could reasonably be considered as offensive, insulting or intimidating
- Any behavior that portrays MSA O-Camps and Events or the MSA in a negative light
- Any other behavior that is in conflict with policies of the MSA O- Camps and Events, the Monash Student Association or Monash University

Any MSA O- Camps and Events personnel who are seen as being unreliable or no longer acting in the spirit of the program may also be dismissed or demoted by the Volunteer Coordinator.

Any complaints made against a Host, Mega Host or Sub-Coordinator can result with the accused being demoted or an immediately dismissed from the MSA O- Camps and Events Program, or any part of it. Complaints must be handled according to the MSA Complaints Handling Procedure.

Hosts breaching this code may be sent home from camp at their own expense, at the discretion of the Volunteer Coordinator and any Sub-Coordinator. The Volunteer Coordinator can make decisions concerning the breach of this code, and the appropriate penalty.

Appeals against decisions made by the program under this code can be appealed in writing to the Volunteer Coordinator within 3 working days of the decision being made.