Volunteer Position Description

Position Title: MSA O-Camps and Events Sub-Coordinator

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.

MSA O-Camps and Events are looking for up to 4 enthusiastic and dedicated individuals to fulfill the role of Sub Coordinators. This role requires commitment and leadership, but also allows for a lot of fun and satisfaction. Sub Coordinators will be guided by the Volunteer Coordinator to organise and run the various aspects of the program. The ultimate goal of this being that this student helps to induct the new student population into university life via a series of orientation camps and social activities.

Each Sub-Coordinator will perform a leadership role and will act as direct support to the other Sub Coordinators. This is to ensure that each area MSA O-Camps and Events has a clearly defined leader whose responsibility it is to make final decisions along with the Volunteer Coordinator.

It is the responsibility of the Sub Coordinators to mentor the Mega Hosts & Hosts of the program. All Sub-Coordinators are also responsible for MSA O-Camps and Events Functions. Sub Coordinators must also complete tasks as are defined in the position description and work in a team with each other and the Volunteer Coordinator. It is also the duty of the Sub-Coordinators to attend all meetings organised by the Volunteer Coordinator and to report to the Volunteer Coordinator of their progress.

You are able to hold the position of Sub-coordinator for two MSA O-Camps and Events terms (one year).

Send copies of your Working with Children’s Check, Drivers License, 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.

Application must include a cover letter. Candidates must specifically address the selection criteria in their cover letter. Interviews for these positions will be conducted at the discretion of the Volunteer Coordinator.

Sub-Coordinators who successfully complete one semester or a full year term will receive a reference letter from the Volunteer Coordinator when requested.

MSA O-Camps and Events Sub-Coordinators are to be mentored by the Volunteer Coordinator. 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.

Hours:
Sub Coordinators are expected to begin working on their areas of MSA O-Camps and Events as soon as they have been hired to the position.

There are no set hours during which Sub Coordinators are required, as long as all duties have been fulfilled. However, regular appearances in the MSA O-Camps and Events Office are essential. During the Monash University holiday break and leading up to any MSA O-Camps and Events event, Sub-Coordinators are expected to work in the Office at least one working day a week. By working together in the Office, Sub-Coordinators can ask advice from one another and work as a team. The Volunteer Coordinator must be notified what days and times to expect you.

All Sub-Coordinators must be in attendance at all events featured in the MSA O-Camps and Events Calendar. This includes training, enrolments and any social events organised by MSA O-Camps and Events. In addition, there will be regular progress meetings with the Volunteer Coordinator where problems or concerns will be dealt with. These meetings are crucial to the tracking of the program’s progress and the discussion any issues.

**KEY RESULTS AREAS AND RESPONSIBILITIES**

1. **Operational**
   - Sub-Coordinators 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).
     - Directly mentor the Mega Hosts within their area of responsibility.
     - Supervise the behaviour of Hosts and Mega Hosts.
     - Hold a current Victorian drivers license at the time of the camps program (access to a car at the time of allocated events is also preferred)
     - Coordinate, train, and delegate tasks to Mega Hosts both during the planning process and during events.
     - Ensure that no Mega Host or Host is favoured or disadvantaged.
     - In conjunction with other Sub-Coordinators
       - Update the training manual for Hosts and Mega Hosts.
       - Update the training power point and train Hosts and Mega Hosts.
     - Assist other Sub Coordinators in relation to their primary duties.
     - Oversee MSA O-Camps and Events Enrolments.
     - Oversee MSA O-Camps and Events functions.
       - Sub Coordinators must liaise with the Volunteer Coordinator and Mega Hosts to effectively promote, run and contact all Hosts and First Years sign up to functions with confirmations of the functions. Sub-Coordinators are also expected to visit functions over the functions weekend.
   - Camp Sub-Coordinators are asked to complete the following tasks:
     - Supervise Camp gender balance during the enrolments periods.
     - Run MSA O-Camps and Events Orientation Camps at PGL Campaspe Downs Campsite.
     - Ensure that the environment at all MSA O-Camps and Events camps is both diverse and non-threatening, whilst providing a safe and positive transition for all first year students attending.
Ensure that all activities on Orientation Camps follow the MSA O-Camps and Events Code of Conduct, and all relevant Monash Student Association and Monash University Policies.

Ensure that all MSA O-Camps and Events Camps are adequately staffed.

Book all equipment used on camps during the program (e.g. Jukebox, Sport equipment).

Organise and provide an itinerary for each camp before first round enrolments, which ensures all students are occupied, having fun and are exposed to a wide range of activities, workshops and expository sessions. These should be provided by representatives of the MSA and Clubs and Societies. A wet weather plan must also be completed for each activity.

Control alcohol consumption on the camps; ensuring that this is not the main focus of the camp, and that the activity never evolves beyond responsible and regulated social consumption.

Ensure that equipment, entertainment and itineraries are organised by the previous year.

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
   - Treats employees, customers and peers with honesty, fairness and respect.
   - Demonstrates the values of Monash Student Association.
   - Acts in a manner that is consistent with Monash Student Association’s culture, values and strategic vision at all times.

5. OH&S Requirements
   - Conducting your duties in a safe manner at all times, pursuing the avoidance of any injuries to yourself or others.
   - Maintain a safe workplace in accordance with Monash University and Monash Student Association guidelines.
   - Compliance 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.
   - Correct use of 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. Previous experience in the MSA O-Camps and Events Program.
5. A broad understanding of the Monash Student Association, Monash University, and the diversity of the student experience at Monash University.
6. A friendly, professional and respectful work ethic, including the ability to act professionally and at arm’s length to all first years.
7. Ability to be a reliable, reasonable & responsible team player, and evidence that they are capable of taking initiative in a position of responsibility and leadership.
8. Proficient communication skills at all levels.
9. Excellent organisational, interpersonal, budgetary and negotiation skills.
10. Experience in organising medium to large events and in positions of responsibility with youth run organisations or equivalent.
11. An understanding of and commitment to equal opportunity principles and practice and the MSA O-Camps and Events Code of Conduct.

Desirable

1. Previous experience as a MSA O-Camps and Events Mega Host.
2. A current Victorian drivers license at the time of the camps program (access to a car at the time of allocated events is also preferred).
3. Availability and intention to attend both first and second semester MSA O-Camps and Events programs.

HONORARIA

This position is a volunteer role. No remuneration is provided for work undertaken. As per the MSA Volunteer Reward Program, Sub-Coordinators will not receive any Reward Points, and instead receive an honorarium. This is a token payment made to express gratitude, symbolise respect and confer distinction, and is not a substitute for wages.

First Term – October to March

Payment of an honorarium will depend on satisfactory performance of all duties in the position description, and any other duties allocated by the Volunteer Coordinator. Should these criteria be met, then a base amount of $450 per Sub-Coordinator would be paid. A further ‘bonus’ may also be available.
for an outstanding performance. The assessment of the levels of performance will be determined by the Volunteer Coordinator and the number of tasks completed within the pre-allocated timeframe.

The ‘bonus’ may also be affected if any unauthorised persons attend one or more MSA O-Camps and Events activity without the Volunteer Coordinators prior consent.

**Second Term – April to August**

Payment of an honorarium will depend on satisfactory performance of all duties in the position description, and any other duties allocated by the Volunteer Coordinator. Should these criteria be met, then a base amount of $300 per Sub-Coordinator would be paid. A further ‘bonus’ may also be available for an outstanding performance. The assessment of the levels of performance will be determined by the Volunteer Coordinator and the number of tasks completed within the pre-allocated timeframe.

While each Sub-Coordinator is responsible for one MSA O-Camps and Events responsibility, all Sub-Coordinators are responsible for the program. If another Sub-Coordinator struggling with their work load or if there are not enough Mega Hosts available for information talks, for example, you are expected to assist. If you demonstrate initiative and care for your fellow volunteers you will be rewarded in the honorarium bonus.

The ‘bonus’ may also be affected if any unauthorised persons attend one or more MSA O-Camps and Events activity without the Volunteer Coordinators prior consent.

---

**OTHER JOB RELATED INFORMATION**

*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.