Volunteer Position Description

Position Title: MSA O-Camps and Events Intern

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 aims 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 participate in the program and have fun simultaneously.

O-Camps and Events is looking for one enthusiastic and dedicated individual to fulfil the role of Intern. This role requires commitment and leadership, but also allows for a lot of fun and satisfaction. Intern will be guided by the Sub-Coordinators and the Volunteer Coordinator and will assist with the running of various aspects of the O-Camps and Events program. The ultimate objective is to provide opportunities of growth and to provide an understanding of what it would be like to be a successful Sub-Coordinator. The intern will be given tasks and responsibility and will act as direct support to the Camp Sub-Coordinators.

It is the responsibility of the Volunteer Coordinator and Sub-Coordinators to mentor the Intern. It is also the duty of the Intern to attend all meetings relevant to their role and to report to the Volunteer Coordinator of their progress.

You are able to hold the position of Intern for one term and only during the Summer O-Camps and Events program. Interns who successfully complete one semester will receive a reference letter from the Volunteer Coordinator when requested.

Send copies of your Working with Children's Check, Driver’s 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 the Volunteer Coordinator Office. Interviews for these positions will be conducted at the discretion of the Volunteer Coordinator.

According to the MSA Volunteer Reward Program, for each hour that the volunteer is required they will be rewarded with 1 Reward Point. No more than 150 Reward Points can be claimed per O-Camps and Events year. To claim Rewards Points, the volunteer must record points using the MSA Volunteer Task Log google form, which can be found on the MSA website or accessed via the following link: https://docs.google.com/forms/d/e/1FAIpQLScsDyarK62QAsax3VWa2BzyZr4bix0xjRpNJo7BFKbhjvnAlw/viewform

If you feel you would like additional training or experience 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:

The Intern is expected to begin supporting the Camp Sub-Coordinators of O-Camps and Events as soon as they have been selected to the position.

There are no set hours during which the Intern is required, as long as all duties have been fulfilled. However, regular appearances in the O-Camps and Events Office are essential. During the Monash University holiday break and leading up to any O-Camps and Events event, the Intern is expected to work in the O-Camps and Events Office whenever the Sub-Coordinators require. By working together in the office, Sub-Coordinators can advise the Intern and work as a team. The Sub-Coordinator team must be notified what days and times the Intern is able to attend.

The Intern must attend all O-Camps and Events featured in the O-Camps and Events Calendar. This includes training, enrolments and any social events organised by 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 of any issues.

KEY RESULTS AREAS AND RESPONSIBILITIES

1. Operational
   - The Intern is 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 O-Camps and Events term.
     - Complete relevant certificates and online training (e.g. First Aid, RSA, Grievance training, Food Handling).
     - Ensure that no Mega Host or Host is favoured or disadvantaged.
     - In conjunction with other Sub-Coordinators, assist with:
       - 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.
     - Assist with O-Camps and Events Enrolments.

   - The Intern may assist the Sub-Coordinators in completing the following tasks:
     - Supervise Camp gender balance during the O-Camps and Events enrolments periods.
     - Running of O-Camps and Events Camps at PGL Campaspe Downs.
     - Ensure that the environment at all 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 O-Camps and Events Camps follow the O-Camps and Events Code of Conduct, and all relevant Monash Student Association and Monash University Policies.
     - Ensure that all O-Camps and Events Camps are adequately staffed.
     - Booking equipment used on camps during the program (e.g. 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 and workshops. 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.

Schedule completion dates for the following tasks: getting equipment, booking entertainment and itineraries.

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 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, 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 Children 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 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 O-
    Camps and Events Code of Conduct.

Desirable

1. Previous experience as an O-Camps and Events Mega Host
2. Interested in applying for O-Camps and Events Sub-Coordinator in future.
3. A current Victorian Driver’s license at the time of the camps program (access to a car at the time
   of allocated events is also preferred).
4. Availability and intention to attend both first and second semester 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
O-Camps and Events Code of Conduct

Any O-Camps and Events personnel who engage in the following behaviour may be dismissed from the 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 sexually explicit photographs;
    - Any other communication of a sexual nature;
- Encouraging excessive alcohol consumption;
- Racist, sexist or homophobic behaviour;
- Any other behaviour that could reasonably be considered as offensive, insulting or intimidating;
- Any behaviour that portrays O-Camps and Events or the MSA in a negative light; or
- Any other behaviour that is in conflict with policies of the O-Camps and Events program, the Monash Student Association or Monash University.

Any 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 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.