



ANUSA Volunteer Role Description

Volunteer Role Title	ANUSA Volunteer Coordinator
Support	ANUSA Community Life Officer (sa.community@anu.edu.au)
Role Overview	
Commitment	<p>Volunteer shifts generally run between 1-3 hours. Shift attendance is highly flexible depending on your availability, and available opportunities will depend on the schedule of planned events.</p> <p>During high-event periods such as O-Week and Bush Week, Volunteer Coordinators are asked to commit 8 hours across the week.</p>
Team	ANUSA Volunteer Program
Location	Level 2 Di Riddell Student Centre
Key Responsibilities	<p>Team Leadership and Coordination</p> <ul style="list-style-type: none"> • Lead and coordinate assigned team of volunteers during events • Maintain clear communication channels between volunteers and event organisers • Monitor volunteer attendance and arrange coverage for any shift gaps • Provide on-site support and guidance to volunteers during their shifts • Foster a positive and inclusive team environment <p>Program and Event Management</p> <ul style="list-style-type: none"> • Work directly with event organisers to oversee specific event components • Coordinate volunteer deployment for event setup, operation, and breakdown

- | | |
|--|---|
| | <ul style="list-style-type: none">● Ensure proper distribution and management of event resources● Supervise registration and check-in processes● Oversee the collection and compilation of event feedback |
|--|---|

Operational Leadership

- Assist in volunteer scheduling and shift management
- Help maintain accurate volunteer records and attendance tracking
- Support the creation and implementation of event procedures
- Contribute to event planning and logistics meetings
- Provide regular updates to event organisers on volunteer operations
- Comply with any reasonable direction given by staff and ANUSA executives.

Team Development

- Mentor and support new volunteers
- Identify and report training needs within the volunteer team
- Help facilitate volunteer briefings and debriefings
- Promote positive team culture and volunteer engagement
- Support volunteer recognition initiatives

<p>Skills and attributes</p>	<p>Essential</p> <ul style="list-style-type: none"> ● Strong leadership and team coordination abilities ● Excellence in delegation and task management ● Superior communication and interpersonal skills ● Demonstrated ability to problem-solve under pressure ● Experience in maintaining professional relationships ● Ability to motivate and support team members ● Strong organizational and time management skills ● Commitment to creating an inclusive and welcoming environment <p>Desirable</p> <ul style="list-style-type: none"> ● Previous volunteering experience with ANUSA ● Event management experience ● Experience in leadership or supervisory roles
<p>Application process and requirements</p>	<ul style="list-style-type: none"> ● Complete volunteer application form ● Agree to ANUSA Code of Conduct ● Be willing to attain a Working with Vulnerable People check ● Be willing to undertake FoodSafe training ● Attend training and induction as determined from time to time by the ANUSA Executive and ANUSA staff.
<p>Benefits</p>	<ul style="list-style-type: none"> ● Free ANUSA merch! ● Develop leadership and event management skills ● Gain hands-on experience in team coordination ● Build valuable relationships within ANUSA ● Enhance your resume with demonstrated leadership experience ● Eligible for ANU Plus Certification ● Make a significant contribution to major ANUSA events ● Opportunity to shape and improve the volunteer program
<p>Accessibility</p>	<p>We are committed to creating an inclusive and accessible environment for all students. If you require adjustments or</p>

	accommodations to participate fully in this role, please let us know.
--	---