



ANUSA Volunteer Role Description

Volunteer Role Title	ANUSA Volunteer
Support	ANUSA Community Life Officer (sa.community@anu.edu.au)
Role Overview	
Commitment	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.
Team	ANUSA Volunteer Program
Location	Level 2 Di Riddell Student Centre
Key Responsibilities	<p>Program and Event Support</p> <ul style="list-style-type: none"> • Supporting event organisers with running programs and events including preparing and distributing food, merchandise, and activity supplies • Assisting with set up and pack down of programs and events • Manual handling including setting up chairs, tables, marquees and decorations required for the event • Assisting with registration and check in process for attendees • Collecting feedback forms from attendees <p>Operational Support</p> <ul style="list-style-type: none"> • Providing administrative support to event organisers • Assisting event organisers in updating and maintaining volunteer database and attendance records • Assisting event organisers with creation and distribution of promotional materials <p>General Support</p> <ul style="list-style-type: none"> • Notify event organisers of any changes to availability to attend rostered shifts

	<ul style="list-style-type: none"> ● Notify ANUSA Staff or Executive of any changes to personal circumstances which will impact the ability to perform the role ● Ensure ANUSA is a safe space for students experiencing emotional, personal or social issues to access ANUSA programs ● Actively discourage discrimination, harassment and bullying of any kind, including homophobia, transphobia, racism, ableism, and sexual harassment ● Refer students to ANUSA services as needed ● Comply with any reasonable direction given by staff and ANUSA executives.
Skills and attributes	<p>Essential</p> <ul style="list-style-type: none"> ● Excellent communication, active listening, and interpersonal skills ● Maintains an open approachable manner and treats others with respect, and compassion ● Committed, reliable and punctual ● Ability and willingness to learn and accurately follow all relevant processes and procedures ● The ability to work under pressure in a team environment ● Demonstrates initiative and motivation ● Ability to maintain professional boundaries
Application process and requirements	<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
Benefits	<ul style="list-style-type: none"> ● Free ANUSA merch! ● Gain skills and experience running programs and events. ● Meet and get to know other volunteers and staff. ● Access training and development opportunities. ● Eligible for ANU Plus Certification. ● Knowledge that you are making a difference and contribution to the wider ANU student community.

Accessibility	We are committed to creating an inclusive and accessible environment for all students. If you require adjustments or accommodations to participate fully in this role, please let us know.
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