Apply to be a UniCrew Team Leader in 2014!

Would you like the opportunity to volunteer in a leadership position at UOW in 2014? Do you want to gain valuable experience to support your job applications when you graduate? This is your chance to make things happen at UOW in 2014!

The Centre for Student Engagement (CSE) at the University Of Wollongong aims to connect students to each other, their campus and their community. CSE is recruiting a team of dedicated senior students who wish to be Team Leaders for the UOW UniCrew Program. UniCrew is a student volunteering program that allows students to volunteer both on campus and within the community. The Team Leader role is to help run different events on campus and leading a small team of volunteers at these events. More information on the different roles is outlined in this document.

If you are a senior student (2\textsuperscript{nd} year or later or postgraduate student) and wish to apply for a leadership role which will have a direct impact on the campus community – we would love to receive your application.

**What you will get out of this Team Leader Role:**

- Valuable experience in leadership
- Development of team management and communication skills
- Opportunities to work with a diverse range of people
- Opportunities to assist in development of new student engagement programs

**Other exclusive opportunities will be offered throughout the year, including:**

- Sponsored attendance at Leadership conferences / events
- Free participation in CSE Leadership Programs
- Free attendance at CSE Workshops
- Free attendance at UniBar events
Your commitment:

- Regular involvement in CSE events, equating to approximately 3 to 6 hours per week

Essential skills for these positions include:

- Excellent communication skills
- Leadership
- Organisational skills
- Passion for student engagement
- Ability to work in a team environment
- Ability to work with people from diverse backgrounds
- Prior volunteer experience
- Commitment and reliability
- Flexibility

Desirable skills include:

- Ability to motivate those around you
- A knowledge of UOW and the Illawarra area
- Previous participation in UOW extracurricular programs i.e. student associations, clubs & societies, faculty representatives etc
- Creativity

What is expected of you?

As a team leader you will be responsible for your team, building up team spirit and the team’s activities. CSE staff will always be there to assist you and offer advice but you and your team are running the show. Teams run for the full university year and team leaders are expected to fulfil the role from February through to November. We will begin training and development in February 2014.

- All team leaders will be required to lead a team of volunteers on a rotational basis for each gig at UniBar / UniHall.
- All team leaders are required to attend a weekly meeting with the Volunteer Coordinator.
- All team leaders are required to assist in preparation and running of campus events and festivals
Team Leader Roles – Weekly Events

1. Monday Games (UniBar Games)
   - Set up and pack down the table tennis tables, pool tables and other activities
   - Leading a team of 2 volunteers running both competitions
   - Promotion of the competitions and other weekly events
   - Liaising with UniBar staff for prizes
   - Increase event and volunteer participation rate
   - A major component of the role is participating in the preparation and involvement in Festival events

2. Tuesday Games (“Game On”)
   - Working with one other UniCrew volunteer
   - Set up and pack down weekly movie on projectors screen, table tennis table, foosball tables and arcade games
   - Connecting Xbox for system link Halo competition
   - Setting up Wii consoles for games competitions
   - Promotion of the competition and other weekly events
   - Increase event and volunteer participation rate
   - A major component of the role is participating in the preparation and involvement in Festival events

3. Wednesday Trivia (UniBar)
   - Working with TL: Team Development & Support to organise questions and rounds for each week
   - Leading a team of 3 volunteers to run trivia night
   - Working with volunteers to set up and pack down tables and chairs for the competition
   - Communicating with MC
   - Liaising with UniBar staff on operation of competition
   - Working with volunteers to pack down tables and chairs and cleaning up general area
   - Liaising with CSE Entertainment Assistant for preparation of trivia and prizes
   - Increase event and volunteer participation rate
   - A major component of the role is participating in the preparation and involvement in Festival events
Team Leader Role: Marketing and Logistics:

- Develop strategies to raise awareness of UniCrew on Campus
- Promote weekly events and any other events or festivals on campus
- Logistics of weekly events and festivals
- Working in conjunction with other Team Leaders
- Increase event and volunteer participation rate
- **A major component of the role is participating in the preparation and involvement in Festival events**

Team Leader Role: Team Development & Support

- Experience working as a UniCrew Team Leader for 12 months
- Directly working with Volunteer Program Coordinator to support UniCrew team leaders and volunteers
- Working with other team leaders by providing assistance, motivation, and mentorship when needed.
- Providing team management, team building, administrative, marketing and/or logistics support to Volunteer Program Coordinator
- **A major component of the role is participating in the preparation and involvement in Festival events**

How to apply:

1. Fill in the Student Leader application form online
2. Any questions regarding the team leader positions can be directed to cseunicentre@uow.edu.au
3. Applications will close on the 24th January 2014. Interviews will commence shortly after this date.