



## Volunteer Info Pack

Congress 2017  
Ormond College, The University of Melbourne  
10, 11, 12 July 2017

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**[Apply online](#) by Friday 19<sup>th</sup> May 2017**

For more info, email [communications@vicsrc.org.au](mailto:communications@vicsrc.org.au)

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## Volunteer at VicSRC Congress 2017

To make Congress 2017 a reality we need the help of over 30 volunteers, including you!



VicSRC Congress is a three-day explosion of student voice. Run by students, for students and attended by the Minister for Education, VicSRC Congress brings students together from all across Victoria to create solutions and take action on the issues that really matter to their education.

In 2017, we're mixing things up! Delegates shape Congress in real time, taking control of the conversation incorporating a choose-your-own-adventure format. Their passions drive their voice and choice as students work together to set the agenda for education change.

**Congress can't happen without our amazing volunteers.** This is a great opportunity for those interested in gaining tangible experience in education, facilitation, event management, back-of-house, AV, event logistics, working with young people and leading activities.

**Applications open close 9pm, Friday 19<sup>th</sup> May.**

**Speak out, spark change. This is #Congress2017!**

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## Congress 2017: Why volunteer?

### We love our volunteers!

Congress simply couldn't happen without our incredible crew of volunteers. So why should you get involved? **Click the image to check out what our crew from 2016 has to say:**



***"It's completely eclipsing all of my wildest expectations."***

Desney, Congress Crew volunteer, 2016

Participating in VicSRC Congress as a volunteer offers you a wide range of opportunities to:

- Be amongst this unique, student-led event for SRC reps and student leaders in Victoria
- Network with other volunteers, youth leaders, teachers and students
- Learn new skills in facilitating games, workshops and events
- Facilitate sessions and workshops with the support of the VicSRC Executive
- Create opportunities and pathways for secondary students
- Include the experience on your CV
- Have fun!

VicSRC will cover the costs of **accommodation, food and transportation** to and from the venue. You will be given a **Congress 2017 t-shirt, show bag** and be provided **all materials** to support you in the role. You'll also receive a **gift voucher** to say thank you for supporting VicSRC and Congress!

### Application timeline & key dates

<b>Volunteer applications open</b>	Thursday 13 <sup>th</sup> April 2017
<b>Volunteer applications close</b>	9pm, Friday 19 <sup>th</sup> May 2017
<b>Successful applications notified</b>	Wednesday 24 <sup>th</sup> May 2017
<b>Volunteer and Exec catch up (optional but recommended!)</b>	3-4pm, Saturday 27 <sup>th</sup> May 2017
<b>Volunteer training day *COMPULSORY*</b>	9.30 – 1.00pm, Saturday 1 <sup>st</sup> July 2017 Kaye Scott Room Ormond College University of Melbourne
<b>Congress 2017</b>	10 <sup>th</sup> , 11 <sup>th</sup> , 12 <sup>th</sup> July 2017
<b>Volunteer debrief and appreciation session!</b>	5.30 – 7.00pm, Thursday 27 <sup>th</sup> July 2017 YACVic, Lvl 3, 180 Flinders Street Melbourne VIC 3000

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## How to apply:

**[Apply online](#) by Friday 19<sup>th</sup> May 2017**

You'll be prompted to upload items during your application:

1. A current CV
2. Your current Working With Children Check

**Note:** It's ideal if you can submit your application with all the items attached. If you can't, let us know! If you're selected for the Congress Crew, we will also collect a signed copy of the YACVic Volunteer Code of Conduct and the Volunteer Medical Form.

**For more info, email [communications@vicsrc.org.au](mailto:communications@vicsrc.org.au)**

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## Congress 2017: Volunteer roles

Get amongst it!

This year there will be **four volunteer teams** each with unique roles and responsibilities.

Have a look and see which one best suits your skills, experience and availability

**Team 1: The \*A\* Team**

**Team 2: Dream Team**

**Team 3: Backstage Team**

**Team 4: Comms Crew**

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### **Team 1: The \*A\* Team** *(previously known as the DO!Crew)*

Are you a facilitator, a people person, and can create an awesome team dynamic? Love running workshops and to help young people develop creative, solutions-focused plans of action?

If this sounds like you, we are looking for **12 volunteers** to join **The \*A\* Team!**

The \*A\* Team will be made up of one squad.

You will be paired up with a VicSRC Exec member and together you will facilitate an **Action Team** of students to create an awesome team dynamic, and support the development of creative solutions to address challenges in education.

Action Team topics will be participant-led, determined and chosen by student delegates on Day 1 of Congress.

#### **We are looking for people to:**

- Facilitate small groups and exciting discussions
- Work with your co-facilitator (VicSRC Exec member) to support the group
- Build a team dynamic in a fun, creative and interactive way
- Run ice breaker games, enabling connections and reflections
- Encourage students to contribute ideas and participate so every delegate is included
- Looking out for the general wellbeing of delegates in your group.

#### **Things to keep in mind:**

- The \*A\* Team needs to be available to attend Congress from 8.00am – 5.30pm on every day of Congress
- No overnight stay required.

## Team 2: Dream Team

Do you enjoy creating amazing experiences for young people? Pumped about delivering skills-based and fun-focused games, workshops and activities? A night owl or an early riser? Or maybe first aid, wellbeing and team morale is more your bag?

If this sounds like you, there are **12 volunteer spots** on the **Dream Team!**

The Dream Team is the jack of all trades, spreading its magic across multiple elements of Congress. The Dream Team will squad-up into a range of key areas depending on the experience and skills-sets of the volunteers.

### **We are looking for a range of people who can:**

- Facilitate fun and skills-based morning, afternoon and evening activities
- Oversee late comers, delegate sign in/out, and delegate questions
- Provide night supervision wellbeing for delegates after hours  
*Note: all rooms are single occupancy with shared bathrooms*
- Run skills-and-fun based workshops
- Get stuck in to organizing the annual Gala Dinner and famous Congress Wide Game
- Have first aid training, along with experience supporting the wellbeing of young people

### **Things to keep in mind:**

- The Dream Team needs to stay overnight on Monday 10<sup>th</sup> July and Tuesday 11<sup>th</sup> July.
  - Be assured you will be allocated lots of breaks!
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## Team 3: Backstage Team

Are you a tech wiz, an AV guru, and does behind-the-scenes logistics float your boat?

If this sounds like you, we are looking for **4 volunteers** to join the **Backstage Team**.

The Backstage Crew supports and implements logistics, AV, room prep and resources, tech troubleshooting, signage and more.

The Backstage Crew will work closely with the Congress Coordinators to make sure the event is seamless.

### **Things to keep in mind:**

- The Backstage Crew will need to be available from 8am – 8.00pm
- But rest assured you will be allocated lots of breaks!
- Overnight stay is optional, but encouraged.

## **Team 4: Comms Crew**

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If this sounds like you, we're looking for **3 volunteers** to join the Comms Team!

The Comms Team tells the story of Congress through creative content production for social media including Facebook, Twitter, Instagram and Snapchat.

You'll have insider access to all things Congress – in front and behind the scenes! You'll get to know our delegates and share their stories. You'll work together to source, collate and schedule content, live-post and live-stream during key sessions, and work with our videographers to capture feature stories and footage.

### **We're looking for people who can:**

- Work confidently with online tools and platforms including Facebook, Twitter, Instagram, Snapchat and the VicSRC Congress app
- Capture the voice of VicSRC and Congress through snappy copy, engaging images and social-friendly videos
- Unwrap the day-to-day experience of students in and out of school, and the nitty-gritty of Congress 2017 – the fun stuff, the advocacy and the action.

### **Things to keep in mind:**

- The Comms Team will need to be available from 8.30am – 8.00pm with lots of breaks
  - Overnight stay is not required.
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## Congress 2017: FAQs

### Remuneration

VicSRC will cover the costs of accommodation, food and transportation to and from the venue. You will be given a Congress 2017 t-shirt, show bag and be provided all materials to support you in the role. You'll also receive a gift voucher to say thank you for supporting VicSRC and Congress!

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### Time commitment

To be a Congress volunteer you need to be available to attend:

- the volunteer and Exec social catch up (not compulsory but recommended);
- the volunteer training day;
- the Congress event,
- and the volunteer debrief session (not compulsory but recommended).

Please consider your availability carefully before applying.

If you have any concerns or questions feel free to get in touch with Fiona Campbell, Communications Officer: [communications@vicsrc.org.au](mailto:communications@vicsrc.org.au) or call 9267 3777.

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### Training

Attendance at the Volunteer training day (Saturday 1<sup>st</sup> July 2017) is compulsory for all volunteers. It will give you the opportunity to get prepared for Congress, meet your fellow volunteers and check out the venue, Ormond College.

We can't wait to see you on 9.30 – 1.00pm on Saturday 1<sup>st</sup> July 2017 at our amazing Congress venue, Ormond College at the University of Melbourne. Morning tea is provided.

Prior to the training day, volunteers also have the chance to meet and catch up with the VicSRC Student Executive team. This social event is not compulsory but we definitely recommend it!

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### When and where is Congress 2017?

#### Date

Monday 10 – Wednesday 12 July 2017

#### Location

Ormond College, The University of Melbourne  
49 College Crescent  
Parkville, VIC 3052

### Accommodation

University accommodation is provided at Ormond College. Everyone staying overnight has their own single room and shared bathrooms.

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### Transportation

Ormond College is located close to the Melbourne CBD and is accessible by multiple public transport routes. The College is one kilometre from the centre of Melbourne and is easily accessible by tram (route 19 on Royal Parade, stop 13 is right opposite the main entrance of the College). Car parking is also available on College Crescent and in the surrounding streets.

See [Journey Planner Melbourne](#) for route options.

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### Get involved on social media

**Join the conversation on social media:**

[VicSRC on Facebook](#) | Tweet [@VicSRC](#) | Instagram [@VicSRC\\_gram](#)

#VicSRC | #Congress2017 | #StudentsOfVic

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## What next?

### Application form

To apply to be a congress volunteer please fill in the application form online:

[www.surveymonkey.com/r/Congress-Crew-2017](http://www.surveymonkey.com/r/Congress-Crew-2017)

**Please complete these forms online by Friday 19<sup>th</sup> May 2017**

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**Don't be shy!** If you have any questions at all, please get in touch with Fiona Campbell, VicSRC Communications officer: [communications@vicsrc.org.au](mailto:communications@vicsrc.org.au) or call 9267 3777.

**Thank you for considering volunteering for Congress 2017!** Our volunteers make this incredible event possible and we are so grateful for your support.

**We can't wait to work with you!**