



Volunteer Info Pack

Congress 2018
Ormond College, The University of Melbourne
Tues 10, Weds 11, Thurs 12 July 2018

[Apply online](#) by Wednesday 9th May 2018

For more info, email events@vicsrc.org.au

Volunteer at VicSRC Congress 2018

To make Congress 2018 a reality we need the help of over 35 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 2018, we're making every voice count! Delegates from across the state will again shape Congress in real time, taking control of the conversation and allowing their passions to 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, Wednesday 9th May 2018. This is #Congress2018!

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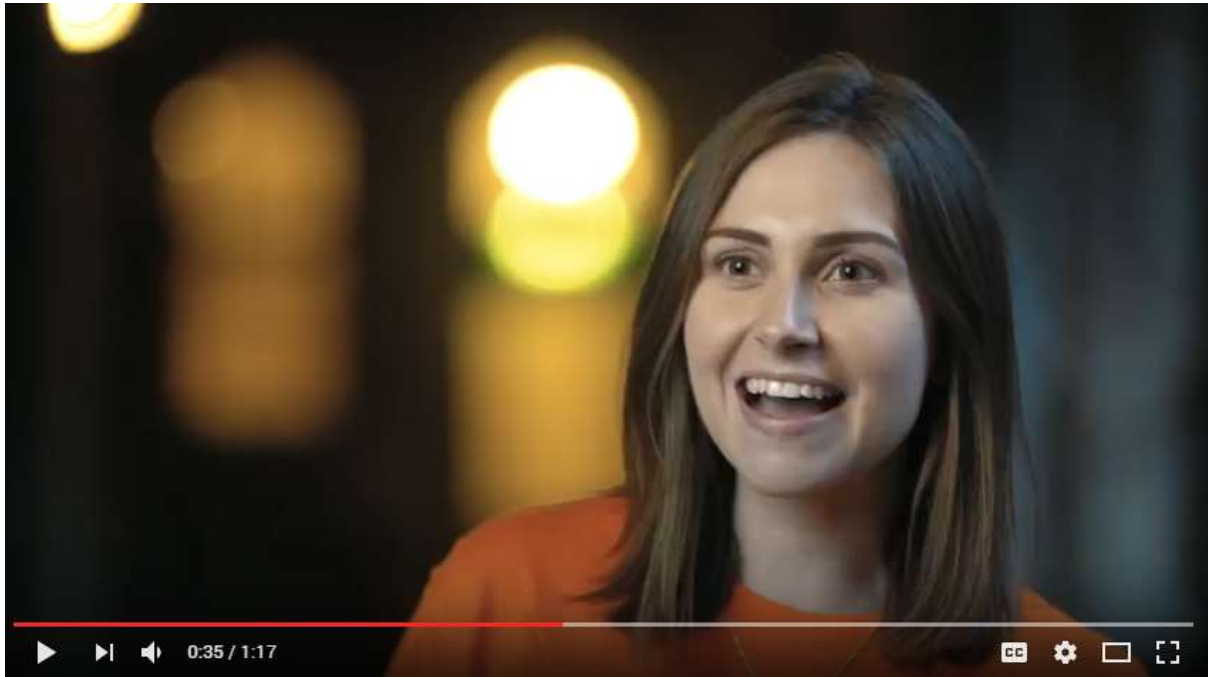
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Congress 2018: Why volunteer?

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 (for roles requiring overnight stay), food and transportation** to and from the venue. You will 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

Volunteer applications open	Wednesday 18 th April 2018
Volunteer applications close	9pm, Wednesday 9 th May 2018
Successful applications notified	Friday 18 th May 2018
Volunteer and Exec catch up (optional but recommended!)	3-4pm, Saturday 26 th May 2018
Volunteer training day <u>*COMPULSORY*</u>	9.30 – 1.00pm, Saturday 30 June 2018 Kaye Scott Room Ormond College University of Melbourne
Congress 2018	10 th , 11 th , 12 th July 2018
Volunteer debrief and appreciation session!	5.30 – 7.00pm, Wednesday 19 th July 2018 YACVic, Lvl 3, 180 Flinders Street Melbourne VIC 3000

How to apply:

[Apply online](#) by Wednesday 9th May 2018

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 events@vicsrc.org.au

Congress 2018: Volunteer roles

Get amongst it!

This year there will be **five 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: Events Team

Team 4: Comms Team

Team 5: Admin Superstars

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!

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 who have experience in:

- Working with your co-facilitator (VicSRC Exec member) to support and guide the group
- Building a team dynamic in a fun, creative and interactive way
- Facilitating small groups and exciting discussions
- Running 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
- Have first aid training, along with experience supporting the wellbeing of young people
- You will be allocated to the Early Bird or Night Owl team to ensure you have a complete break for one full half of the day.

Things to keep in mind:

- The Dream Team needs to stay overnight on Tuesday 10th July and Wednesday 11th July.
 - Be assured you will be allocated lots of breaks!
-

Team 3: Events Team

Are you interested in managing events and does organisation make you super-happy? 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 Events Team.

The Events Team supports and implements logistics, operations of Congress, AV, room prep and resources, tech troubleshooting, signage and more.

The Events Team will work closely with the Congress Coordinators to make sure the event is seamless.

Things to keep in mind:

- The Events Team will be allocated morning or evening shifts ranging from 8.30am – 9.30pm
- Rest assured you will be allocated lots of breaks!
- Overnight stay is optional, but encouraged.

Team 4: Comms Team

Are you a social media guru? Fancy trying your hand at social campaigning, creative content production, podcasts, app support and live streaming? Are you a storyteller who loves to get the inside look on the people and passions that drive them?

If this sounds like you, we're looking for **4 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 – the fun stuff, the advocacy and the action.

Things to keep in mind:

- The Comms Team will be allocated morning or evening shifts ranging from 8.30am – 9.30pm.
- Rest assured you will get lots of breaks!
- Overnight stay is not required.

Team 5: Admin Superstars

Are you an admin superstar? Do you love being organised and do checklists make your heart jump for joy?

If this sounds like you, we are looking for **4 volunteers** to join the Admin Superstars Crew.

The Admin Superstar Crew supports and organises registration, general event logistics and are the crucial cog that feeds all that happens at congress. There is also the option to assist VicSRC pre-Congress with event admin.

Things to keep in mind:

- The Admin Superstar Crew will be allocated morning or evening shifts ranging from 7am – 9.30pm.
- But rest assured you will be allocated lots of breaks!
- Overnight stay is optional, but encouraged.

Congress 2018: FAQs

Remuneration

VicSRC will cover the costs of accommodation (for those roles that require overnight stays), food and transportation to and from the venue. You will 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!

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; (**ESSENTIAL)
- 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 Kat Daymond, Events Officer:
events@vicsrc.org.au or call 9267 3723.

Training

Attendance at the Volunteer training day (Saturday 30 June 2018) 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 30th June 2018 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!

When and where is Congress 2018?

Date

Tuesday 10 – Thursday 12 July 2018

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.

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.

Get involved on social media

Join the conversation on social media:

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

#VicSRC | #Congress2018 | #StudentsOfVic

What next?

Application form

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

<https://www.surveymonkey.com/r/Congress18VolunteerApplication>

Please complete these forms online by 9pm Wednesday 9th May 2018

Don't be shy! If you have any questions at all, please get in touch with Kat Daymond, VicSRC Events officer: events@vicsrc.org.au or call 9267 3723.

Thank you for considering volunteering for Congress 2018! Our volunteers make this incredible event possible and we are so grateful for your support.

We can't wait to work with you!