

VOLUNTEERING – Position Description

Office for Community Engagement



DIVISION OF DEPUTY VICE-CHANCELLOR AND VICE-PRESIDENT (RESEARCH)

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Position Title

Facilitator – Primary School Program

Description and purpose

The Western Region Enterprise Day (WRED) provides an opportunity for primary school students to learn about the fundamental concepts of what it takes to run a business enterprise by making a product to working out how to market and sell it.

Responsibilities

Along with 2-3 facilitators you would assist a group of 22 primary students (year 6/7) through business enterprise workshops.

Specific duties to be undertaken

- Introduce presenters
- Encourage interaction between presenter and students
- Assist students with enterprise workshops and product making
- Assist students with product promotion and commercial development
- Assist students with development of advertising commercial
- Hand out survey
- IMPORTANT: keep time

Qualifications

Experience working with primary school students. Business knowledge would be an advantage.

Training Provided

A briefing is held 2 weeks prior to the event and a training manual provided.

Personal attributes required

Ability to work with young people and ability to motivate students during workshops.

Timeframe

Attendance at briefing for 2 hours, held 2 weeks prior to event. Attendance at the event from 8.15am-3.30pm (held during semester break generally the 3rd or 4th Tuesday of September, check website for dates).

Location

The University of Adelaide, North Terrace Campus – Napier Building

Special Requirements

All volunteers working with minors must have a Police Check Certificate.

Benefits to the volunteer

Volunteers have an opportunity to inspire and gain experience working with primary school students and meet other volunteers with similar interests.

Other

All volunteers are covered under the University's Volunteer Insurance policy; please refer to the Volunteers Insurance Guide. Morning Tea and lunch will be provided on the day. Free parking permits and/or transport will be available for all volunteers. Recognition certificates will be awarded to the volunteers at the ceremony after the event.

If this volunteer position interests you please contact Kerry James on 8303 3354 or email kerry.james@adelaide.edu.au