

VOLUNTEERING – Position Description

Office for Community Engagement



Volunteer Program
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Position Title Facilitator – Secondary School Program

Description and purpose

The Western Region Enterprise Day (WRED) and the Northern Enterprise Education Day (NEED) provides secondary students with an opportunity to interact with entrepreneurs/professionals who will share their personal success stories. They will explore the benefits of developing entrepreneurial attitudes and approaches to their career prospects and future choices.

Responsibilities

Along with 2-3 facilitators you will assist a group of 22 secondary students (year 10/11) through business enterprise workshops.

Specific duties to be undertaken

- Introduce presenters
- Encourage interaction between presenter and students
- Assist students in SWOT (strengths, weaknesses, opportunities, threats) Analysis workshop
- Assist the group in selecting leaders who will present at the last workshop
- Assist students in the development of PowerPoint Presentation
- Hand out survey
- IMPORTANT: keep time

Qualifications

Experience of working with secondary 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 (NEED held during July semester break WRED held during September semester break, check website for dates)

Location

NEED – The University of Adelaide, Roseworthy Campus – Callaghan Building
WRED - 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 secondary 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