

Volunteer Position Description



Position Title: Facilitator – Secondary School Program

University Area:

- Office for Community Engagement

Description and purpose of the job:

- Western Region Enterprise Day (WRED)
WRED is coordinated by the University of Adelaide, providing an opportunity for secondary students to learn about the basics for running a business. For further information on this program please visit www.adelaide.edu.au/community-engagement

Responsibilities:

- Facilitate secondary students during business enterprise workshops

Specific duties to be undertaken:

- Introduce Presenters
- Keep Time
- Encourage interaction between presenters and students.
- Assist the group in selecting a leader/s who will present at the last workshop.
- Assist students in the development of PowerPoint Presentations.

Qualifications – skills, expertise, experience, knowledge:

- Experience in working with secondary school students
- Basic knowledge of business operations

Training provided:

- A briefing will be held in early September

Personal attributes required:

- Ability to work with young people
- Ability to motivate students during workshops

Time frame and/or attendance requirements:

- To attend briefing early September for 2 hours.
- The WRED will be held on **Tuesday, 22nd September 2009** and volunteers are required to be available on that day from 8.30am – 3.00pm.

Location of work:

- The University of Adelaide, Bonython Hall and Napier Building

Special requirements – police check, health check, drivers' licence

- Under legislation it is a requirement to have a police check while working with minors. Police checks can be organised through the Office for Community Engagement.

Benefits to the volunteer:

- Gain experience with working with secondary school students.

Other

- Morning tea and lunch will be provided on the day
- Recognition certificates will be awarded

Should this Volunteer position interest you please contact:

Name: Kerry James, Community Engagement

Telephone: 8303 3354

Fax: 8303 6537

Email: kerry.james@adelaide.edu.au

Web Link details: www.adelaide.edu.au/community-engagement