

# VOLUNTEERING – Position Description

## Office for Community Engagement



Volunteer Program  
Lindsay McWha, Patron

Office for Community Engagement  
Level 14, 115 Grenfell Street  
ADELAIDE SA 5000  
p. 8303 3354  
f. 8303 6537  
e. [kerry.james@adelaide.edu.au](mailto:kerry.james@adelaide.edu.au)  
w. [www.adelaide.edu.au/community](http://www.adelaide.edu.au/community)

**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, see below for dates.

### Personal attributes required

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

### Timeframe & Location

**Northern Enterprise Education Day (NEED)** – Tuesday, 5<sup>th</sup> July from 8.15-3.30pm

The University of Adelaide, Roseworthy Campus – Callaghan Building

NEED Briefing – Tuesday, 21<sup>st</sup> June, 4.30pm-6.30pm, Boardroom Level 14/115 Grenfell Street, Adelaide

**Western Region Enterprise Day (WRED)** – Tuesday, 27<sup>th</sup> September from 8.15-3.30pm

The University of Adelaide, North Terrace – Napier Building

WRED Briefing – Tuesday, 13<sup>th</sup> September, 4.30pm-6.30pm, Boardroom Level 14/115 Grenfell Street, Adelaide

### Special Requirements

All volunteers working with minors must have a National 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. 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 interest you please contact Kerry James, Volunteer Coordinator on 8303 3354 or email [kerry.james@adelaide.edu.au](mailto:kerry.james@adelaide.edu.au)**