## POSITION DESCRIPTION

<table>
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<th>Position title: CV! Program Leader</th>
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<td>Position type: Voluntary</td>
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<td>Minimum commitment: 1 semester</td>
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<td>Start date: 25 July 2016</td>
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<td>Hours per week: 5 hours per week (this includes time leading a volunteer program on-site).</td>
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<td>Note: Additional time commitment may be required in the lead up to each semester as part of the planning and preparation process.</td>
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<td>Disclaimer: Curtin Volunteers! (CV!) reserves the right at its sole discretion to withdraw from the recruitment process, not to make an appointment, or to appoint by invitation, at any time.</td>
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### Position dimension

Curtin Volunteers! sits within the Curtin University structure, operating under Community Life, CurtinLife. We provide volunteering opportunities to students and the wider community, facilitating personal and professional development and leadership opportunities. Volunteering opportunities vary widely and sit under the following portfolios: Culture and Communication, Environment, Health, Remote & Indigenous and Youth.

### Purpose of the position

A CV! Program Leader is responsible for managing an ongoing volunteer activity (program) which includes recruiting volunteers, leading groups on-site and ensuring that program outcomes and reporting requirements are met. Programs span a range of portfolios including Health, Youth, Environmental and Culture & Communication. There are a number of opportunities available and applicants will be required to specify their program preferences in their online Application Form.

### Applying for the position

All those interested in being considered for a role of a CV! Program Leader will be required to submit an online Application Form and specify their preferred program from the list supplied.

### Pool recruitment

As class timetables and details of programs will not be confirmed until closer to the start of semester, CV! will recruit a pool of Program Leaders. All efforts will be made to assign all successful applicants to a program according to their preference. Please note however that there may be instances where successful applicants will not be offered their preferred program or a program at all.

### Accountabilities and responsibilities

**Program management and Stakeholder engagement**

- Manage one program (ongoing volunteer activity) which includes:
  - Establishing and maintaining effective line of communication with community partners and volunteers;
  - Assisting with the development and execution of Health and Safety Risk Assessments;
Promoting the allocated program with the aim of running activities run at full capacity;
Leading volunteers on-site;
Ensuring program outcomes and reporting requirements are met; and
Handling administrative duties as required including logging volunteer hours.

Marketing and public relations
- Represent CV! at promotional events.

Organisational understanding
- Strongly encouraged to participate in additional CV! programs and/or projects if available
- Maintain up-to-date knowledge of CV! guidelines and procedures.

Team engagement (optional)
- Participate in one or more of the following optional event management committees – team building event, social events and/or volunteer thank you event.

Reporting and key relationships
Depending on program allocation, CV! Program Leaders will work either under the direction of the CV! Manager, CV! President, CV! Vice President or CV! Volunteer Officer. Other key relationships include:
- CV!’s community partners
- Volunteers/potential volunteers

Selection criteria
Essential
- Strong verbal and written communication skills.
- Strong time management and organisational skills.
- Ability to work collaboratively in a team environment.
- High level of initiative with the capacity to come up with innovative solutions to problems.
- Leadership capabilities.
- Strong interest in volunteering and community service.

Desirable
- Prior experience in the not-for-profit/community organisation sector.
- Demonstrated interest in the chosen activity.