

# ASA Volunteer

## Job Description



**Position:** ASA Event Volunteer

**Department:** ASA Events

**Reports to:** Campus Culture Coordinator (CCC) or designated Second in charge (2IC). In the absence of other of these staff, the volunteers should report to the ASA General Manager

**Worksite:** Albany Students' Association office workspace and other sites on the Massey University Auckland campus

### Role Purpose:

ASA Events Volunteers are involved in helping to deliver successful ASA day and night events. Whilst the planning and event coordination will be completed by the CCC, volunteers help in the delivery and operational components of events.

Responsibilities	Deliverables
<b>Punctuality</b>	<ul style="list-style-type: none"> <li>ASA Volunteers should arrive at the time they have indicated in their availability email. If they will be late, they should let the CCC know at least <b>1 day out</b> from the event. This will alleviate any negative effects on event delivery.</li> </ul>
<b>Health &amp; Safety (H&amp;S)</b>	<ul style="list-style-type: none"> <li>A <b>Risk Assessment Method Statement (RAMS)</b> developed by the CCC, will be available and on display at all events. If volunteers are unclear about any H&amp;S precautions, they should ask the CCC for clarification.</li> <li>Volunteers should always act safely and alert the CCC if there is a perceived H&amp;S risk. They must engage in all activities with caution and care.</li> </ul>
<b>Team Player</b>	<ul style="list-style-type: none"> <li>Responsibility to act as a team player and treat all students, volunteers, staff and non-students with honesty and respect.</li> </ul>
<b>Procedures</b>	<ul style="list-style-type: none"> <li>ASA volunteers should follow all relevant procedures when volunteering for the ASA. These will be under the direction of the CCC, but may include tasks such as:               <ul style="list-style-type: none"> <li><i>Signing in and out when arriving and leaving the worksite.</i></li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ <i>Wearing the required uniform (e.g. a volunteer lanyard and ASA t-shirt) for each event.</i></li> <li>○ <i>Giving full attention to the act of volunteering / refraining from use of mobile phone.</i></li> <li>○ <i>Returning uniforms/ASA equipment used during the event, prior to leaving the worksite.</i></li> </ul>
<b>Duties</b>	
<p>The duties of the volunteers will vary from event to event, but there several common duties volunteers will be expected to engage in.</p>	<ul style="list-style-type: none"> <li>● Event Setup e.g., setting up gazebo's, BBQs, trestle tables, helping to prepare food in a hygienic manner, using hand trucks to move equipment.</li> <li>● Event Pack down e.g., cleaning up, packing down, and storing equipment used for the event.</li> <li>● Student Engagement e.g., communicating with fellow students, explaining what services the ASA provides, encouraging memberships, encouraging other students to become volunteers and/or class advocates.</li> <li>● Advertising an event on campus, e.g., walking around campus with fliers or signs, can include wearing an ASA costume as a prop to engage with students.</li> <li>● Distributing food in a hygienic manner.</li> <li>● Supervising and controlling crowds for a specific event activity e.g., helping students to form an orderly queue when waiting to engage in an activity.</li> </ul>
<b>Core Competencies</b>	
	<ul style="list-style-type: none"> <li>● Physical fitness / ability to assist with manual carrying tasks.</li> <li>● Willingness to engage and communicate with students.</li> <li>● Problem Solving: able to take initiative and solve problems.</li> <li>● Ability to stay calm under pressure.</li> </ul>
<b>Training</b>	
<b>Volunteer Induction</b>	<ul style="list-style-type: none"> <li>● The CCC offers volunteer induction training sessions at regular intervals to all ASA volunteers who have signed up. This is to help volunteers gain a deeper understanding of Association services and values. This is needed when communicating with other students about the ASA and the supports that are available to help students in the wider University</li> </ul>

	<p>setting. This also covers Volunteer expectations and general procedures to follow when volunteering for the ASA.</p> <ul style="list-style-type: none"> <li>• Volunteers are encouraged to use ASA resources, e.g., website and student diary to further their knowledge and understanding of Association services.</li> </ul>
<b>On-the-job-training</b>	<ul style="list-style-type: none"> <li>• Volunteers will receive on-the-job training. This is a hands-on method of teaching that aims to address the competencies needed of the volunteers for any given event.</li> <li>• Volunteers are encouraged to ask questions wherever necessary to clarify anything that is unclear, and these will be addressed by the CCC.</li> </ul>
<b>Recognition</b>	
<b>General</b>	<ul style="list-style-type: none"> <li>• At any time, the CCC may institute a recognition system to publicly recognise that a volunteer has been helpful to the Association. This could include photographs being shared to ASA social media platform(s).</li> </ul>
<b>End of year volunteer awards</b>	<ul style="list-style-type: none"> <li>• The ASA hold an annual Volunteer Awards event to celebrate the ASA volunteers at the end of each year. Invitations are given to all ASA volunteers who have volunteered at one or more <b>ASA event</b>. Certificates are awarded to volunteers who have volunteered at least <b>three ASA events</b>. Prizes may be awarded to volunteers who have performed a high level of service / been consistently dedicated to volunteering at the ASA throughout the given year.</li> </ul>
<b>Ad-hoc thank-you events</b>	<ul style="list-style-type: none"> <li>• At the end of larger scales events, e.g., Orientation weeks, the CCC has the discretion to offer a volunteers' only event to recognise volunteers who have provided significant service. The CCC will canvas the volunteers to ensure that the recognition event will be of interest to them.</li> </ul>
<b>Written reference</b>	<ul style="list-style-type: none"> <li>• Volunteers may request a reference from the CCC.</li> </ul>
<b>Criteria for becoming an ASA volunteer</b>	
	<ul style="list-style-type: none"> <li>• Studying at Massey University Auckland Campus.</li> </ul>

	<ul style="list-style-type: none"> <li>• Completing volunteer paperwork including ASA volunteer code of conduct and Media Consent form prior to volunteering.</li> <li>• Attending an ASA Volunteer Induction Training.</li> </ul>
<b>Hours of work and breaks</b>	
	<ul style="list-style-type: none"> <li>• CCC will advise volunteers of the length of work for each event. This shall not usually exceed 5 hours.</li> <li>• When volunteers sign up for an event, they will advise how many hours that they can volunteer for and an agreement will be reached between the CCC and the volunteer.</li> <li>• ASA Volunteers must sign in and out and record how long they have worked each day they volunteer.</li> <li>• Depending on the length of time the volunteer is volunteering, the CCC will schedule rest/refreshment breaks for the volunteer. This will usually only apply to events longer than 3 hours and timing is at the discretion of the CCC.</li> </ul>
<b>Media</b>	
	A photographer usually operates at ASA events and all volunteers are required to sign the ASA Media Release form.