

# Volunteer Requirements

We are looking for people who work in a range of professions and positions who are willing to commit to supporting a Year 9 or 10 student in the development of their employability skills and knowledge of different career pathways.

## Employability Skills

- Communication
- Teamwork
- Problem Solving
- Initiative and Enterprise
- Planning and Organising
- Self-Management
- Creativity and Innovation
- Tools and Technology

## Mentors

Mentors will have attained or be working towards a higher education qualification, and will ideally have been in the workforce for at least 3 years (casual, part-time or full-time positions included). Mentoring sessions will support students' development of conversational English and knowledge of the employability skills. We will provide comprehensive information about each employability skill, as well as some prompts for discussion during each monthly meeting.

Requirements:

- Reliable internet connection and private and secure computer access
- Maintain confidentiality and privacy at all times
- Commit to one meeting per month with the student where you will discuss a specific employability skill
- Provide advice and support for the student to learn about post-school education and career pathways
- Provide general advice and information, and respond to any questions that the student may have
- Provide a short response with encouragement or feedback to a follow-up email sent by the student after each meeting

## Work Experience Supervisors

Work experience supervisors will ideally be in a managerial position or higher, and will be able to take responsibility for a student over 5 working days. While the work experience supervisor will be directly responsible for the student, they may nominate other co-workers to supervise the student for certain days or tasks throughout the week.

Requirements:

- Ensure a safe and healthy work environment for the student with no hazards or risk of injury
- Provide an introduction to the workplace on the student's first day, and ensure the student understands workplace rules and procedures.
- Plan interesting tasks for the student to complete under supervision, and ensure that the student is provided with opportunities to learn about different areas of the profession.
- Provide a written report of the student's activities and progress at the end of the week
- Liaise immediately with the school regarding any issues that arise in the workplace

Please note: comprehensive role descriptions and requirements will be provided upon acceptance to the volunteer program