



YOUTH WITHOUT BORDERS

Surge Leadership Program – Staff Coordinator Role Description

Position Title	Surge Staff Manager Volunteer
Location	Brisbane, Australia
Reports to	Project Manager
Salary Range	Volunteer Role
Hours	1 – 5 Hours per week, ongoing over course of program

Background

The Youth Without Borders Surge Leadership Program is yearly run high school leadership development program for high potential students from schools who lack the resources to dedicate to the targeted development of their student's potential. Currently the program works with students from the 13 schools who are part of the ENABLE Network in South Brisbane. Year 11 students who are applying for or have been elected into leadership positions (like prefect, sports captain, school captain etc.) take part in the program which introduces them to different concepts around the discourse of leadership and helps them progress on their individual leadership journeys. The workshop involves many hands on interactive activities, talks from motivational speakers and discussion on the different ways one can express leadership.

Project Scope

Workshops

- The workshops involve many hands on interactive activities, talks from motivation speakers and discussion on the different ways one can express leadership.
- Two workshops are held – one at the start and one at the end of the program
- The workshops are held on a weekday and go all day long

Student Project

- The student project encourages students, at the beginning of their leadership journey, to champion something they wish to see changed within the community.
- The project would center on creating a final presentation, which the students will present at a presentation evening with other students.
- A pair of mentors will be assigned to each school to guide the student participants in preparing a kickass presentation! This will involve 3 points of contact.

Key Areas of Responsibility

As staff manager you will be required to:

- Undertake same responsibilities as a Surge Mentor (see separate Role Description)
- Organise and communicate with the other volunteers within Surge
- Plan and document staff roles during training day and both workshops
- Advertise the program and recruit new volunteers
- Create and run mentor training day(s)
- Filter/ Screen applications (full management of recruitment)
 - Implement selection process
 - Make selection form

Key Result Areas

- Same as Surge Mentor
- Generate high enthusiasm, commitment and attendance from all staff
- Provide feedback and a line of communication from the mentors to the project manager
- Develop a mentor team [trained in leadership]
- Updated mentor handbook

Organisational Culture and Teamwork

- Demonstrate an active, dedicated commitment to the Youth Without Borders Mission and Strategic Plan.
- Actively seek to understand, represent and support Youth Without Borders's vision and values and organizational position to all stakeholders, internally and externally.
- Actively contribute to a positive workplace culture in accordance with Youth Without Border's Code of Conduct, Policies & Procedures.

Link to YWB Mission, Vision, Values: <http://youthwithoutborders.com.au/who-we-are/>

Selection criteria

1. Any experience in leaderships positions and/or volunteer
2. Passionate about everyone having the right to be treated without discrimination, especially on the grounds of one's birth location, lived experiences, sex, race, or age.
3. Must successfully undertake relevant police/working with children checks
4. Demonstrated understanding of the culture of the organization and belief in the mission, vision and objects.