

YOUTH WITHOUT BORDERS STRIDE PERSONAL DEVELOPMENT WEEKEND FOR YOUTH MIGRANT REFUGEE WOMEN OF COLOUR – LOGISTICS COORDINATOR VOLUNTEER POSITION

Position Title	Logistics Coordinator
Location	Brisbane, Australia
Reports to	Project Coordinator Jenny Liu
Salary Range	Volunteer Role
Hours	Part-Time (on average of 5 hours per week) variable depending on proximity to project/deadlines.

BACKGROUND

Youth Without Borders is a youth led, youth run organisation that empowers youth to work together for the implementation of positive change in their communities.

Stride, a Youth Without Borders Project, is a personal development weekend to empower young women from refugee migrant backgrounds towards achieving their goals via connecting and learning from youth mentors who are established young women of colour within Australia.

The personal development weekend will be held over 2-3 days and involve a combination of:

- hands on interactive activities
- talks from motivational speakers
- discussion around career pathways
- discussions around the cultural context in modern Australia
- personal reflection and goal setting

KEY AREAS OF RESPONSIBILITY

As a logistics coordinator, you will work with the Project Coordinator to deliver the below:

- Modify/build upon the existing camp activities, or create new camp activities
- Organize venue, transport, and catering options and maintain relationships with the campsite/staff
- Be the point of contact for speakers/guests for the camp and organize their accommodation/travel logistics if needed.
- Work with the Mentor Coordinator to develop the staffing matrixes that will be used to timetable the personal development weekend
- Collaborate with the Mentor Coordinator to assign mentors to organise a facilitate the relevant activities of the personal development weekend
- Work with the mentor and mentee coordinator to organize the travel logistics for mentors and mentees

- Sourcing all materials needed for camp activities
- Participate in the assessment and review of the overall program to develop recommendations for improvements.
- Other duties as assigned.

KEY RESULT AREAS

- Create the camp activities list to be approved by YWB and all partner organizations in a timely fashion
- Assist and support the mentors in the running of activities during camp
- Confirm campsite, transport and catering in a timely fashion
- Leave a legacy of clear documentation on how to conduct the role to pass onto the next generation of volunteers who will run the program

ORGANISATIONAL CULTURE AND TEAMWORK

- Demonstrate an active, dedicated commitment to the Youth Without Borders Mission.
- 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. Demonstrated ability to implement and maintain efficient records management systems and in particular risk management
3. Excellent written and interpersonal skills with an ability to communicate instructions and think laterally to solve problems, coupled with an ability to work both autonomously (self-starter) and as a productive member of the team.
4. Demonstrated highly effective time management skills, highly organised and ability to prioritize workload and ability to coordinate multiple projects / events and meet deadlines.
5. Must successfully undertake relevant police/working with children checks
6. Demonstrated understanding of the culture of the organization and belief in the mission, vision and objects.