

## **Role Description: Mates at RMIT Volunteer Team Leader**

### **Program Description**

The Mates at RMIT program provides an opportunity for new students to connect with current RMIT students before and after starting their studies at RMIT. It is designed to promote the smooth transition into a new environment, to create a sense of community within RMIT, to embrace the diversity of RMIT students and to foster enhanced cross-cultural awareness and understanding.

### **Goals and Outcomes**

- Students new to Melbourne and RMIT are better informed about life and study in Melbourne and RMIT
- All mentees' questions are answered or referred to the relevant person or service
- Team leaders, mentors and mentees meet and work towards building a sense of community and belonging.

### **Benefits to Team Leaders**

#### **As a team leader, you will get:**

- Comprehensive and custom-designed training by RMIT staff members.
- An introduction to RMIT workplace practices
- Ongoing individual and group and supervision from the Mates at RMIT team.

#### **You will also have the opportunity to:**

- Develop competencies and skills such as leadership, project management, cross-cultural communication and the ability to work independently and in a team
- Plan and implement community development projects that strengthen the Mates at RMIT community
- Support and assist students to transition in to living and studying in Melbourne.
- Team Leaders will receive a LEAD certificate once they have completed their involvement with the program. Successful completion of the Mates at RMIT Program will also be counted towards the Future Edge Program.
- Future Edge is a University wide employability program that gives you recognition for on and off campus co- curricular activities and helps you build key employability skills. Visit Future Edge to find out more about how to get involved.

### **Team Leader responsibilities**

- Attend all compulsory training sessions
- Organise and facilitating team meetings with your mentor as required
- Coordinate and participating in the events during Orientation such as Welcome Days and the Mates at RMIT Welcome event
- Support and guide 10+ mentors (Dependent on final numbers)
- Plan and implement at least one activity or event with other team leaders in the program for mentors and mentees to engage in
- Liaise regularly with your mentors about the progress of their mentees
- Assume mentor responsibilities for all mentees in your team after the volunteer mentors conclude their involvement in the program
- Communicate and meet with your supervisor on a fortnightly or 'as-needed' basis.

## Time Commitment and Program Structure

Start date: 5th July 2017

Finish date: 15th September 2017

Team leaders' responsibilities	Time	Dates
Team leader training, Mentor training	12 hours of training	5th July, 10th July
Handover of mentees from mentors	Handover will occur on 7 April	Team leaders will assume responsibility from 31st August – 21st September
Activities such as: <ul style="list-style-type: none"><li>Communicating regularly via emails with mentors and mentees facilitating meetings with mentors and mentees during start of semester<ul style="list-style-type: none"><li>Facilitating team meetings with mentors</li></ul></li><li>Organising social or cultural activities at RMIT or in Melbourne</li><li>Attending meetings with supervisors and other team leaders</li></ul>	Two hours weekly for the whole semester	10th July -31st August

\* Please note that dates and timing are subject to change.

## Reporting

As a team leader, you will be required to:

- Confirm attendance at training, meetings and volunteer commitments inform your supervisor if your mentors do not respond to you
- Respond to your supervisor and Mates at RMIT's emails in a timely manner notify your supervisor if there are any concerns about your role
- Submit the feedback form at the end of the program.

## Selection criteria

You must:

- be a current RMIT student in Semester 2 2017
- have completed at least one academic year at RMIT
- have participated in the Mates at RMIT program or another LEAD accredited program as a mentor have excellent speaking, writing and listening skills
- be willing to commit to at least two hours weekly until the program finishes
- have strong enthusiasm to help others and contribute to the RMIT community be available for an interview with the Mates at RMIT team.

**If you are interested, please email: [mates@rmit.edu.au](mailto:mates@rmit.edu.au)**

For further information, visit the Mates at RMIT Team Leader webpage