

Position Description Youth Internship (Volunteer)

Work type	Three-month volunteer position
Conditions	7.6 hours per week, one day per week. <ul style="list-style-type: none">• Travel reimbursement (for incidental travel expenses)• Meal allowance of \$20.00 a day• Attendance is mandatory at the <i>Emerging Leader's Summit</i> in Beechworth, Victoria (8-11 November 2018).
Reports to	Community Advocacy Team
Contact phone number	02 6024 6895
Contact email	contact@awecc.org.au

The Albury-Wodonga Ethnic Communities Council (AWECC) is the local representative and advocacy organisation for Culturally and Linguistically Diverse (CALD) residents of Albury-Wodonga. AWECC supports various community advocacy and capacity-building activities for men, women and young people from migrant, refugee and asylum seeker backgrounds.

- **Our vision** is of an inclusive and cohesive community, where everyone belongs.
- **Our mission** is to make multiculturalism work through advocacy, education and partnerships.

Through a combination of programs, partnerships and advocacy, AWECC works with the local community to assist and empower residents from migrant and refugee backgrounds to thrive in the community. All AWECC staff and volunteers take an active role in community planning, organisational development and quality improvement. It is a responsibility of all staff and volunteers to represent AWECC in a professional, community-focussed manner, and promote the benefits of multiculturalism in the community.

The AWECC Youth Internship Program was established in 2018 to provide opportunities for young women and men from refugee backgrounds, to genuinely participate in the design, development and implementation of programs, services, and activities that support people from migrant and refugee backgrounds.

Position Scope

The Youth Intern will be based in AWECC's office in Wodonga and supported by AWECC staff. The focus of the role is to increase opportunities for young people to develop leadership skills, make their voices heard and contribute to the economic and civic life of our community.

Position Summary

This is a three-month voluntary position that incorporates skills and leadership development, providing general support to a variety of community and youth-focused projects.

Though the role will have a predominantly youth focus, at times the Intern will have the opportunity to support other projects across the organisation. The Youth Intern may also have opportunities to attend community events and network opportunities relevant to the organisation.

Accountabilities

With supervision and support from AWECC staff, the Youth Intern will:

- Attend and actively participate in the *Emerging Leader's Summit* in Beechworth Victoria on 8-11 November 2018 and report back to AWECC on learnings and opportunities identified.
- Facilitate the participation of young people in AWECC programs and activities.
- Update and maintain AWECC's Multicultural Youth Council (MYC) register.
- Assist staff with the development, delivery and administrative support of youth projects.
- Contribute and support youth engagement activities, including social media and other communication platforms.
- Undertake written work, such as minutes of meetings, evaluation reports or other documentation.
- Identify opportunities for youth engagement.
- Assist with the delivery of events, including the development of materials and co-facilitation.
- Consistent with the strategic directions of AWECC, carry out all other duties as directed.

Key Selection Criteria

- Young person (18-25 years) from a refugee background, living in Australia less than 10 years
- An interest or developing skills in community services or social work
- A demonstrated understanding of the challenges faced by refugee and migrant young people
- Competent written and verbal English language skills to be able to communicate effectively with staff, volunteers and other young people - perfect English skills is not essential!
- A non-judgemental, professional and community-focussed approach to working with people from diverse cultural, linguistic and religious backgrounds.
- Reliable, punctual and available to attend the *Emerging Leader's Summit* as noted above.

Additional Information

- It is an expectation that the successful candidate for this Internship will participate and complete the *Emerging Leader's Summit* program being held in Beechworth, Victoria on 8-11 October 2018 and report back to AWECC on any key learnings and opportunities identified.
- Shortlisted candidates are subject to child safety screening and assessment as part of our application process. These may include Police Record and Working with Children Checks (any costs associated with these checks will be covered by AWECC).
- All employees and volunteers are required to carry out their duties in a manner that does not adversely affect their own health and safety and that of others by reporting all incidents and injuries as well as co-operating with any OH&S measures introduced in the workplace.
- This role may occasionally require a capacity to volunteer after hours or on weekends.
- This role is based at AWECC's Wodonga office, however may at times it may involve travel to and working across other locations (reimbursement for travel expenses is available).

I approve the above position description:

AWECC

Representative

Signature Date / /

I have read, understood and accept the conditions of the above
position description:

Volunteer Name

Volunteer Signature Date / /