

# NYSF 2017 January Sessions: Rotary Volunteers



*NYSF 2016 Rotary Mum and Dad, Tino and Sandra Babao from District 9600, speaking to participants on the first day of Session C.*

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## Introduction

Every January the National Youth Science Forum (NYSF) welcomes just under 400 Year 12 students to Canberra for 12-day science experiences, hosted on the campus of The Australian National University (ANU). The students are led by 21 Student Staff, or “Staffies”, former participants of the program who return to Canberra after participating in extensive leadership training.

Six to eight Rotary Volunteers, who stay onsite throughout each Session to provide pastoral care and first aid, also support the students. Our Rotary Volunteers are a crucial part of the supervisory team during our January Sessions, and play a key role in ensuring that our participants and Student Staff have a safe, happy and healthy program. “Rotary Mum” and “Rotary Dad” stay in Canberra for the entire duration of their Session, while “Rotary Aunts” and “Rotary Uncles” come for shorter periods (see Time Commitment section below).

For Rotarians who are involved with the NYSF through the Selections and Orientations process, being a Volunteer on Session is a fantastic opportunity to see first-hand what the NYSF is all about, and to take that experience back to their club and district.

## Time Commitment

Mum/Dad:

- Session A: Sunday 1 January – Saturday 14 January
- Session C: Sunday 15 January – Saturday 28 January

Aunt/Uncle:

- Session A:
  - Sunday 1 January – Sunday 8 January
  - Sunday 8 January – Saturday 14 January
- Session C:
  - Sunday 15 January – Sunday 22 January
  - Sunday 22 January – Saturday 28 January

There is scope for Aunts and Uncles to come for shorter periods (minimum four nights), but this is dependent on the availability of other Rotary Volunteers so we can maintain a complete roster.

## Role Description

All Volunteers have the following responsibilities:

- Adhere to all NYSF Policies and Procedures, particularly those regarding Child Protection;
- Provide pastoral support and care to participants and student staff;
- Provide basic first aid and/or seek suitable medical treatment as required (this may require transporting participants in personal or rental vehicles);
- Maintain accurate records of incidents and responses, as directed by the NYSF Programs Manager;
- Escalate incidents as required to members of the Student Staff and/or NYSF Corporate Team, as specified in guidelines that will be provided prior to Session;
- Comply with all NYSF Policies and Procedures;
- Contribute to ensuring the safety of all participants and student staff by monitoring security throughout the program, particularly when at residential accommodation; and
- Be a friendly, enthusiastic presence throughout, engaging with students and staff about their experiences.

It is important to emphasise that these are not program delivery or administrative roles. Responsibility for the delivery of the NYSF January Sessions rests with the Student Staff, under the direction of the Programs Manager.

Rotary Volunteers are not required to “discipline” or organise students, provide assistance with setup of venues, or clean up at the end of events. If volunteers witness any inappropriate behaviour by students they should talk to the Student Staff (typically the Chief or Staff and/or the Rotary Liaison Student Staff member), unless there is an immediate risk to the student or another person. Any questions from participants related to the program or schedule should be referred to the Student Staff.

The roles are designed specifically to be “low profile”—stepping in to provide a hand or support where needed, but at all other times staying in the background and observing and enjoying the program.

## Position Requirements

Skills, experience and attributes:

- An interest in the NYSF and its programs, and support for the vision and mission of the organisation;
- The ability to interact positively with people from diverse backgrounds;
- Strong communication skills, and a capacity to be empathetic and supportive to participants and student staff who may experience physical and/or mental illness during the January Sessions;
- Commitment to maintaining appropriate levels of privacy for sensitive or confidential information;
- An interest and/or experience in programs for young people;
- Physically able to walk moderate distances (15-30 minutes at a time), and to sit for extended periods (up to two hours).

Other requirements:

- Current Working with Vulnerable People (WWVP) registration<sup>1</sup> (must be obtained by 1 December at the latest);
- Current unrestricted driving licence;
- Current nationally recognised first aid qualification (typically HLTAID003 or HLTAID002);
- Own smart phone or other mobile device (e.g. tablet) capable of accessing the internet without wifi;
- Comfortable with accessing information on a smart phone or other mobile device (full training will be provided on the use of the NYSF's systems).

Desirable qualifications/experience:

- Completion of Mental Health First Aid training or similar;
- Experience working with young people.

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<sup>1</sup> If you already have a valid registration in your home State/Territory (such as a Blue Card or Working with Children registration), then this is sufficient – you do NOT need to have an ACT Working with Vulnerable People registration if you have an interstate equivalent. The NYSF must receive a scanned copy of the registration by 1 December.



## Inclusions for Volunteers

- All travel to and from Canberra, including flights and airport transfers.
- If volunteers elect to drive, then contribution will be made towards fuel expenses; parking will be provided if required.
- Accommodation in a single room (or double, if available, for couples) at Burgmann College, on-campus at The Australian National University. You may be sharing a bathroom with program participants and student staff.
- All meals for the duration of the program.
- Fully stocked first aid kit for use during the program.
- NYSF t-shirts and backpack.
- The opportunity to attend NYSF activities, including science visits, lectures, and workshops.
- Coverage under the NYSF's insurance policy.

## Supervision and Support

Rotary Volunteers are supervised and supported by the NYSF Programs Manager, Madeline Cooper, in consultation with the NYSF CEO Dr Damien Pearce. A member of the Student Staff team is allocated to the role of Rotary Volunteer Liaison; they will provide day-to-day information on the schedule and what's coming up in the program that may require support or involvement. Volunteers also communicate regularly with the Chief of Staff (the most senior member of the Student Staff team) to discuss any issues with students.

Rotary Volunteers are not responsible for supervising directly any other staff or volunteers during the January Sessions – but they do provide important support to these people.

## Application Process

Please complete the following application form and email it to [nysf@nysf.edu.au](mailto:nysf@nysf.edu.au) by 31 October 2016. Forms can be completed electronically and emailed, or printed, filled out, and then scanned and emailed.

For couples: both people do need to complete their own form, which can then be submitted together. If you are currently a member of a Rotary or Rotaract Club, you may also choose to attach to your application a letter of endorsement from a fellow Rotarian or Rotaractor, such as your Club President or District Governor.

While we would love to have all qualified applicants join us in Canberra unfortunately we always have more interest in these positions than we have places, so we appreciate your understanding if you're not asked to volunteer in 2017. We will endeavour to get in touch with everyone who expresses an interest in the roles as soon as possible in November.

## Questions?

Please contact Madeline Cooper, the Manager, Programs at the NYSF, on (02) 6125 2777 or [madeline.cooper@nysf.edu.au](mailto:madeline.cooper@nysf.edu.au) with any questions about the Rotary Volunteers program.

# Application Form

<b>1. General Information</b>	
<b>First Name</b>	
<b>Last Name</b>	
<b>Gender</b>	
<b>Email address</b>	
<b>Mobile number</b>	
<b>Home phone number</b>	
<b>Postal address</b>	
<b>Closest airport</b>	

<b>2. NYSF 2017</b>		
<b>Which Session would you prefer to attend?</b> <i>Please refer to Session dates earlier in document.</i>	Session A	Session C
<b>Which role are you applying for?</b>	Mum/Dad	Aunt/Uncle
<b>Are you applying as an individual or as a couple?</b> If you're applying as a couple then both of you will need to complete your own form, which can then be submitted at the same time.	Individual	Couple
<b>If applying for Aunt/Uncle, please give details of your availability during your preferred Session.</b> Slots are typically from four to seven days.		
<b>Would you be able to bring a vehicle with you to Canberra for use during Session?</b> The NYSF will cover any petrol costs.	Yes	No

### 3. Application Detail

#### Why would you like to join the NYSF in January 2017 as a Rotary Volunteer?

Please let us know what it is about the role that appeals to you, and why you'd like to volunteer. No need for a long statement!

#### What is your current employment situation?

Working full time	Working part time	Studying	Retired	Other (specify below)
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If you're working or studying, please let us know what you're currently doing. If you're retired – what did you end your career doing?

4. Rotary Connections		
Are you a current or past member of a Rotary or Rotaract Club?	Yes	No (skip to next section)
If yes, give name of Club and whether you're a current or past member.		
<i>Optional: in support of your application, attach a letter of endorsement/support from a fellow Rotarian or Rotaractor, such as your District Governor or Club President.</i>		
<b>Please give details of any involvement you've had with Rotary youth programs.</b> This includes, but isn't limited to, the NYSF. Some examples are RYLA, Rotary Youth Exchange, or RYPEN.		

5. NYSF Connections		
Are you an alumnus of the NYSF or NSSS?	Yes	No
<b>If yes, which year did you attend?</b> Please also give details if you returned as Student Staff, and/or participated in an NYSF International Program.		
Have you had a family member attend the NYSF?	Yes	No
If yes, please give details.		
<b>Please give details of any other ways you may have been involved with NYSF in the past.</b> For example, on a District Selection committee, as a lab visit host, or working for an NYSF Funding Partner.		



<b>6. Qualifications and Certifications</b>		
<b>Do you have a current first aid certificate?</b>	Yes	No
<b>Do you have a current unrestricted driver's licence?</b>	Yes	No
<b>Do you have a current ACT Working with Vulnerable People (WWVP) registration, or interstate equivalent?</b>	Yes	No
<b>If No, is there any reason why you believe you would not be able to obtain a registration before 1 December? Please give details.</b>  This information will be kept confidential, but please be aware that it is not possible to volunteer with the NYSF without a current Working With Vulnerable People registration.		
<b>Do you have any other qualifications, certifications and/or experience that you believe might be helpful as a Rotary Volunteer?</b> For example, mental health first aid training, education degree, other youth leadership.		