



Volunteering Opportunities (2018-19)

Are you keen to **develop new skills**, meet **like-minded people**, and help prepare the Peel region community for the future world and workforce?

Join Peel Bright Minds in 'inspiring a curious community' through a range of new volunteer positions.

About Us

Peel Bright Minds is a new regional initiative founded in January 2018.¹ Our vision is 'inspiring a curious community' and overall objectives relate to fostering a community culture of lifelong learning so that people in our community are well prepared to regularly up-skill, re-skill and change jobs in the future workforce. Our focus is on entrepreneurship, science, technology, engineering, arts and maths (ESTEAM) because we recognise that multi-disciplinary skills and knowledge are important in the future work context.

Who are we looking for?

We are currently recruiting a range of different volunteer roles that assist with our events and outreach, communications and media activities.

We are looking for volunteers of all ages and backgrounds who live and/or work in the Peel region, especially young people and students.

Our **ideal volunteer** is someone who

- Is eager to learn and develop new skills
- Is passionate about entrepreneurship, science, technology, engineering, arts and maths – and keen to share their passion to inspire others
- Works well both as part of a team and independently

If this sounds like you – read on to learn more about the positions available and apply!

¹ Peel includes the Local Government Areas of City of Mandurah, Shire of Boddington, Shire of Murray, Shire of Serpentine-Jarrahdale, and Shire of Waroona.

We currently have a number of volunteer positions available that fall into two committees: (i) Communications & Media; and (ii) Outreach & Events. In each of these categories, volunteers can expect:

- Demonstrated skills development opportunities
- Opportunities to contribute and share your skills with others
- Induction and training catered to your specific role, including First Aid
- Social connection with like-minded people
- Reimbursement for obtaining a Working with Children Check and Police Clearance
- Ongoing support from the Peel Bright Minds Program Coordinator and as a team of volunteers

In return, our expectations of our volunteers are that you will:

- Maintain a positive attitude and willingness to learn
- Be an ambassador for Peel Bright Minds within and beyond your volunteer role
- Commit to at least 16 hours of volunteering per month (timing and commitments within this are very flexible, and in some roles you can work remotely)
- Work in a team alongside other Peel Bright Minds volunteers and Program Coordinator
- Attend a one-day induction & training, and subsequent monthly committee meetings

How to apply:

1.
 - Review this information sheet and attached position descriptions
 - Decide which volunteer committee is the best fit for you
2.
 - Apply using the online SurveyMonkey form by 31st October 2018:
<https://www.surveymonkey.com/r/PBM-Volunteer-EOI-2018>
3.
 - Successful applicants will be contacted in early November 2018
4.
 - Attend a one-day training session in November 2018 (includes First Aid and training relevant to your role)
 - Get volunteering!

If you have any questions about any aspect of these positions or the application process, please contact Charlie at info@peelbrightminds.com.au

POSITION DESCRIPTION: COMMUNICATIONS AND MEDIA COMMITTEE

Members of the communications and media committee will help us to celebrate local achievements and stories in entrepreneurship, science, technology, engineering, arts and maths.

There are opportunities for members of this committee to focus on a medium that they are interested in (e.g. photography, writing, videos, etc). Volunteers will be involved at our events, but also in celebrating the work and achievements of others in our region. Have a look at the 'Explore' section of our website to see examples of current content: www.peelbrightminds.com.au

Skills developed in this position:

- Planning and telling engaging stories that align with Peel Bright Minds vision and objectives
- Producing and editing high quality multimedia content
- Promoting stories (e.g. via social media) and acting as an ambassador for Peel Bright Minds
- Using data to critically analyse the effectiveness of communications and media content
- Providing constructive feedback on content prepared by other team members

Example tasks:

- Write blogs about local achievements and stories in ESTEAM
- Attend PBM events and prepare brief summaries to be published in our newsletter/ website
- Event photography
- Produce short videos for social media and web
- Produce and edit podcasts
- Analysis of available data to evaluate the effectiveness of PBM communications

POSITION DESCRIPTION: OUTREACH AND EVENTS COMMITTEE

Members of the outreach and events committee will help us to engage directly with our community in activities and events relating to entrepreneurship, science, technology, engineering, arts and maths. These activities include stalls at community festivals, community presentations and workshops, and our ESTEAM awards ceremony. Have a look at our website to see the kinds of events we have been running so far: <http://www.peelbrightminds.com.au/past-events>

There are opportunities for members of this committee to focus on specific events that they are interested in (e.g. ESTEAM Awards) or to assist at multiple events. Volunteers can choose to assist only at the events themselves (e.g. managing refreshments) or to be more actively involved in designing activities and events.

Skills developed in this position:

- Designing engaging events that align with Peel Bright Minds vision and objectives
- Events management, promotion and marketing
- Working effectively as part of a team to coordinate events
- Critically evaluating the success of activities and events

Example tasks:

- Assist in developing and preparing for activities in stalls at community festivals
- Engage with the community in participatory activities at community festivals
- Assist in managing PBM events e.g. taking door lists, managing refreshment stations, MC'ing, distributing/ collecting evaluation surveys, etc.
- Analysis of feedback data to evaluate the success of PBM activities and events