



Game Changers Careers Program Volunteer Position Description

Volunteer Role: Career Coach

Program: Game Changers

Reports To: Head of Education & Careers

Volunteer Shifts: Thursdays, 5pm-7pm

Required Commitment: 3 sessions per month for 12 months

About The Huddle

Established in 2010, The Huddle is a joint initiative of the North Melbourne Football Club, the Scanlon Foundation and the Australian Multicultural Foundation with the aim to engage, support and empower young people to build on their strengths, increase their ability to participate in society and contribute to more socially inclusive communities.

Since inception, The Huddle programs have engaged more than 65,000 young people from the areas of North Melbourne, Flemington, Kensington and West Melbourne. More recently, The Huddle's programs have grown to support youth in some of Australia's fastest growing and culturally diverse communities including Wyndham. The Huddle is now extending its reach and impact to support more young people across Tasmania.

The Huddle will engage, support and empower young people to Learn, Grow and Belong in their community through a range of initiatives with a focus on sport and recreation, education and careers, digital skills and civic participation.

More information about The Huddle can be found at www.nmfc.com.au/huddle, or on our Facebook (huddlenmfc) or Twitter pages (@huddlenmfc).

Game Changers

The Huddle's Game Changers careers program provides one-on-one job preparedness support for young people in the community on a drop-in or by-appointment basis. Skilled volunteers support young people in all aspects of their employment journey, from developing their curriculum vitae (CV), to interview skills, applying for a Tax File Number, job searching and completing applications.

In addition, Game Changers provides monthly workshops run by the RMIT Skills and Job Centre. Workshops cover a different topic each month, with the aim of supporting young people in choosing specific career pathways and accessing services to support their career entry.

Game Changers is open to all young people aged 15-25 trying to find part-time or full-time work.

Position Overview

To provide one-to-one or small group support to young people in all areas of job readiness, including CV writing, interview skills, job searching and applications. Volunteers contribute to an engaging, respectful and inclusive space, where all participants feel safe and valued.



Responsibilities and Duties

- To provide one-to-one or small group coaching to young people in:
 - CV writing
 - Interview preparation
 - Cover letter writing
 - Completing online applications
- Attend monthly workshops run by the RMIT Skills and Job Centre with young people at The Huddle
- Support young people to research and utilise online resources for career pathway and employment opportunities
- To build positive relationships with students
- To be a positive role model, acting professionally and appropriately
- To liaise with the Education Coordinator and Head of Education & Careers regarding students' needs
- To attend agreed shifts, and in cases where this is not possible, communicate your non-attendance with the Head of Education & Careers
- Be available to commit to 3 Career Night sessions per month for the next 12 months

Skills and Attributes

Essential:

- Significant experience, either personally or professionally, writing CVs and cover letters
- Interview preparation skills and knowledge
- Well-developed interpersonal and communication skills
- Ability to develop a rapport with students and act as a positive role model

Desired:

- Experience in VTAC and SEAS applications
- Experience completing online applications for large companies such as KFC, Kmart or Woolworths
- Knowledge of career pathways available to high school students
- Teaching or tutoring experience
- Experience working with young people from diverse cultural and socio-economic backgrounds

Volunteer Shifts and Commitment

Game Changers runs on Thursdays from 5pm-7pm at The Huddle (Arden Street, North Melbourne). We ask that volunteers commit to attending 3 sessions per month for 12 months.

Application Conditions

- To undergo a selection process including interview, reference check and a Working with Children Check. Any position is subject to satisfactory checks.
- To participate in an induction and training session upon appointment.
- Be over the age of 18.