



## PROGRAM INTERN - VOLUNTEER ROLE POSITION DESCRIPTION

Commitment Period:	A minimum of 6 months, but we love it if it's longer!
Location:	RMCC HQ in Sunshine
Frequency:	Two days a week minimum, as well as monthly team meetings out of work hours
Reports into:	Program Coordinator

### ABOUT RMCC

RMCC tackles the unique and complex barriers faced by children and youth from refugee, asylum seeker and migrant backgrounds aged 5-18 years that now call Australia home through their settlement journey, so they become empowered individuals that can create their own opportunities.

The RMCC journey started in 2012 and has evolved to us assisting over 800 kids across multiple programs, and by 2020 our goal is to reach over 2000 kids in need.

We provide unique and tailored mentoring programs in our four focus areas of education, identity and belonging, life skills, and mental health and wellbeing by bringing together, upskilling and collaborating with the three key figures in each child's life: their school, family and the wider community.



## PURPOSE OF THE ROLE

Program Interns are responsible in assisting the Program Coordinator with the preparation of program materials and running of program sessions.

## KEY RESPONSIBILITIES

This position involves but is not necessarily limited to:

- Mentor youth between 5-18 years of age in a range of topics with an emphasis on the English language and building new life skills;
- Assist in sourcing and compiling program materials;
- Assist with timetabling and communication of shifts between RMCC & its volunteer mentors;
- Assist with the running of programs;
- Assist with program research and development;
- Assist in the development of social events for volunteer mentors;
- Building trusting relationships with mentors and youth and identifying when mentors or mentees require referrals to further support services;
- Assist with any other ad hoc program tasks that may arise.



## WHO YOU ARE

- Passionate about the mission of RMCC and wanting to create change for kids who now call Australia home;
- Highly professional, confident and see opportunities when others see challenges;
- Self-motivated self starter that has a can do attitude;
- Can work both independently and in a team environment;
- Excellent computer skills, including that of Microsoft Word, Excel and PowerPoint;
- Positive, caring and inclusive;
- Extraordinary organisational skills, with strong attention to detail;
- Have a natural flare and love of networking and building relationships;
- Ability to have fun whilst getting the job done as efficiently as possible;

## YOUR SKILLS AND EXPERIENCE

- Fluent in the English language in all its forms;
- Excellent verbal and written communication skills;
- Can work both independently and in a team environment;
- Experience working with children and/or youth;
- Previous volunteering experience is looked highly upon.

## ADDITIONAL REQUIREMENTS FOR THIS ROLE:

- Current Working With Children Check;
- Current National Police Check;
- Can attend required training and monthly team meetings out of work hours;
- Able to commit to at least 2 full days in the office, for a minimum of 6 months;

## APPLICATIONS

Email your resume and cover letter to [volunteer@rmccaustralia.org.au](mailto:volunteer@rmccaustralia.org.au)

