



Game Changers Careers Program Volunteer Position Description

Volunteer Role: Career Coach

Program: Game Changers

Location: The Huddle, 204-206 Arden St, North Melbourne

Program Hours: Thursday, 5pm-7pm

Required Commitment: 3 sessions per month for 12 months

About The Huddle

Born out of the role and value of sport and the influence the North Melbourne Football Club plays in connecting people across different ages, genders and cultures; The Huddle was established in 2010 as the community arm of the Club in partnership with the Scanlon Foundation and the Australian Multicultural Foundation.

It was established 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.

The Huddle works with some of the most iconic sporting clubs in the world to help young people learn, grow and belong.

Through the design of its innovative programs, The Huddle leverages the power of sport to strengthen social inclusion, education and careers for young people.

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 resume, to interview skills, applying for a Tax File Number, job searching and completing applications.

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 resume 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:
 - Resume writing
 - Interview preparation
 - Cover letter writing
 - Completing online applications
- To support young people to research and utilise online resources for career pathway and employment opportunities
- To build positive relationships with participants
- To be a positive role model, acting professionally and appropriately
- To liaise with the Education Coordinator and Head of Education and 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 and Careers
- Be available to commit to 3 Game Changers sessions per month for the next 12 months

Skills and Attributes

Essential:

- Significant experience, either personally or professionally, writing resumes 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.