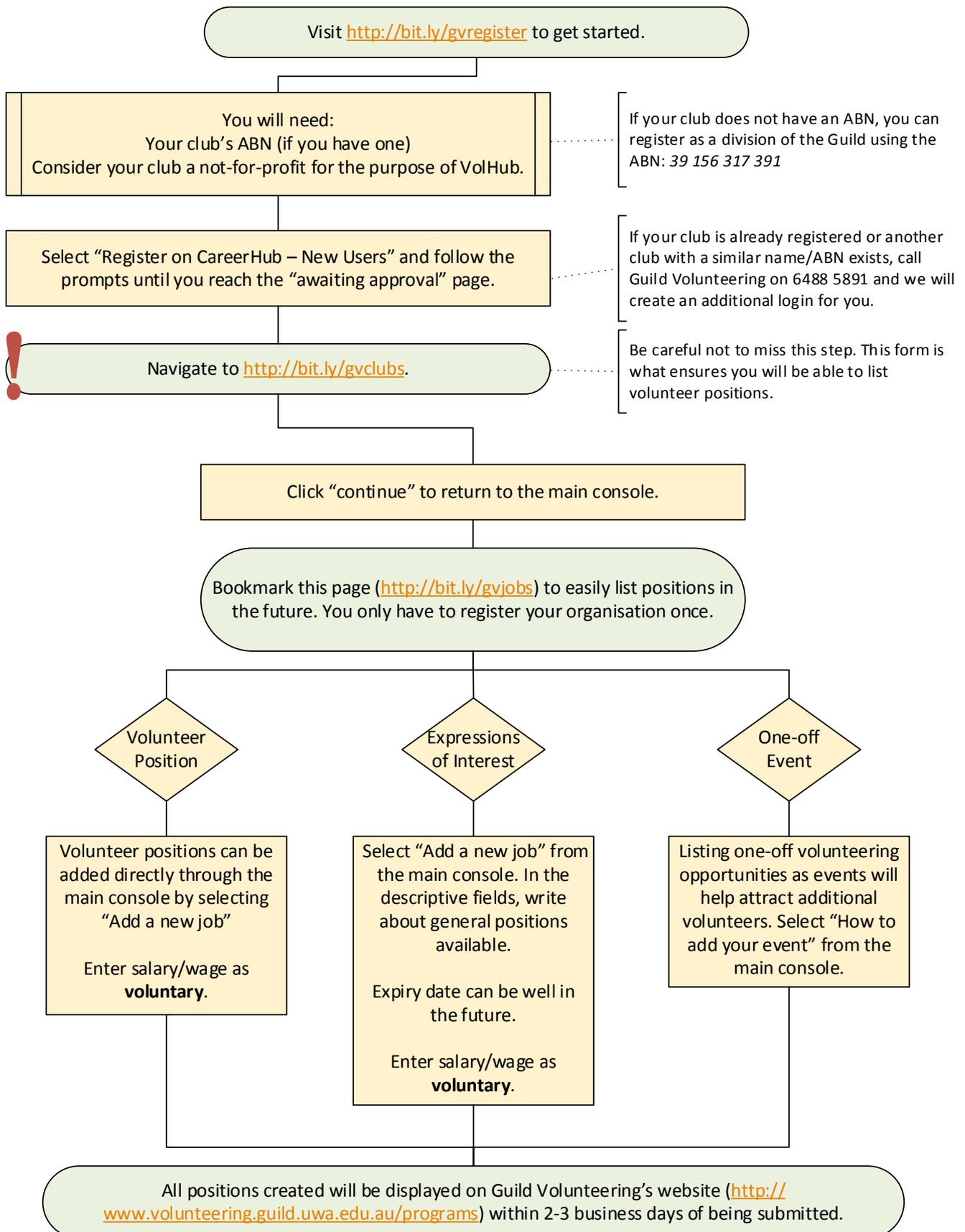


## Clubs and Faculty Societies – Registering with Guild Volunteering



## Listing a Super-Effective Volunteer Job on Guild Volunteering

**New Job**

For your job to be approved, it must be [well written](#) and comply with our [terms and conditions](#).  
Before typing your job ad, please ensure that your [existing staff contacts](#) are appropriate for this Job, or [add a new contact](#) first.

\* Position title  
Conservation Volunteers needed for Dune Rehabilitation

\* Administrative contact  
Mr Kelly, Ned

Contact to display to students  
Do not display contact

**General Details**

\* Employment type  
Casual

Your job application no. or reference code

\* Application closing date  
17-Jan-2013

\* Expected commencement date  
ASAP

Number of positions available  
5

\* Salary / wage  
Voluntary

Here are a few tips to ensure that your volunteer position attracts interest from students. Note that we use the term “club” here interchangeably with “faculty society,” and that unaffiliated student organisations can also list with us.

- Keep the summary **brief**. As little as two sentences are ideal. These should stipulate **what** the volunteering involves (e.g. “Volunteers will be working with school-aged girls to promote the benefits of a career in engineering...”) and **why** the volunteering is important (e.g. “We know that girls are often discouraged from entering the profession and lack access to female role models in engineering and maths.”)
- Elaborate in the **details** section. We describe this as **scaffolding**, where you build the structure that exists around the volunteering opportunity so that the volunteer can just jump in. What does your club do? What is the time commitment involved? What induction/training is available?
- If your Club requires membership in order to volunteer, be sure to also include what being a member of the club involves. If the volunteering also includes executive duties (attending meetings, helping run events on campus) then make that clear.
- Finish the details section on a strong note – **what/why again**.
- If your position is a generic “expression of interest” that links to your own website/Facebook page (which has further details), keep the ad very brief so that potential volunteers do not have to read the same information twice.
- Remember that your club’s opportunities are being compared to other clubs and community organisations on the system. What are the benefits of volunteering through your club? Some things to consider:
  - Students looking to volunteer gain a lot from the **social** aspect of volunteering with a club. Make this explicit – it’s a good way to meet like-minded people.
  - Many clubs operate within a framework of **social justice** rather than just volunteering. Very few organisations Guild Volunteering promotes work in the area of advocacy so be sure to consider this.