

Position Description – Sponsorship Coordinator

Purpose of Position

This role is primarily responsible for assisting YMPs in obtaining sponsorship from Members of Parliament, schools and community organisations, to either partially or fully cover their program fees.

Duties & Responsibilities

General Duties

- Provide support to Youth Members of Parliament to contact and liaise with their respective Member/s of Parliament, schools and community organisations that may offer sponsorship
- Act as a point of contact for YMPs to discuss any difficulties they are having in obtaining sponsorship and/or paying their fees, including financial hardship
- Refer all participant queries about outstanding/paid payments to the YMCA Accounts Receivable department, including the Program Coordinator in all correspondence and keeping them updated about progress
- Work with the YMCA Accounts team and the Program Coordinator to discuss payment plans for participants who are experiencing financial hardship and are unable to pay their fees on time
- Update, develop and distribute information and resources about obtaining sponsorship to YMPs at Training Day
- Provide assistance to the Senior Coordinator Parliamentary as required

Advisor Duties

- Initiate and maintain contact with members of your Committee throughout the program
- Guide your Committee through the brainstorming, research, ideas development and writing stages of Bill and amendment creation (including using correct Bill format)
- Act as an impartial party in Committee operations, ensuring the group works collaboratively and cohesively
- Plan and implement a process for deciding your Committee's Ministers/Shadow Ministers

Duties during YP Camp

- Participate in all rosters of Taskforce duties as required
- Provide support and assistance to fellow Taskforce members and YMCA WA staff as required

Duties to YMCA WA

- Commitment to YMCA WA's Environmental Policy
- Commitment to YMCA WA's Social Media Policy
- Understand and work under the guidelines of the YMCA WA Safeguarding of Children and Young People Policy and Code of Conduct
- Ensure compliance with all relevant YMCA WA OS&H practices
- Take reasonable care for your own health and safety and for the health and safety of others
- Cooperate with YMCA WA with respect to legislative occupational health and safety requirements and relevant YMCA WA Health and Safety Policies
- Provide a National Police Clearance or consent to YMCA WA obtaining one on your behalf
- Obtain a Working with Children Check (as required under Section 6 of the *Working with Children (Criminal Record Check) Act 2004*)

Selection Criteria

- Good understanding of appropriate ways to initiate contact with and communicate with Members of Parliament and their offices
- Ability (or willingness to develop required skills) to fulfil all duties as listed above
- Commitment to regularly checking emails and answering/returning phone calls (i.e. every day or second day)
- National Police Clearance and Working with Children Check (or willingness to obtain)

Agreement:

I have read and understood the above Position Description and I agree to undertake the role.

Volunteer Name

Signature

Date