



## AVONDALE STUDENT LIFE LEADERSHIP SCHOLARSHIPS

### Position: ASA Service Trip Leader

Campus: Lake Macquarie

Reports to: Chaplain (Lake Macquarie Campus) / ASA President

---

#### POSITION ELIGIBILITY :

To ensure that you are eligible for this position, please read the 'Application Eligibility Form' available at [avondalestudentlife.com/eligibility](http://avondalestudentlife.com/eligibility).

#### POSITION PURPOSE

The Service Trip leader will promote and co-ordinate overseas and/or domestic volunteer mission opportunities for Avondale University students.

#### KEY RESPONSIBILITIES

- Attend ASA meetings, reporting as required
- Schedule, organise, attend and chair service trip planning meetings
- Co-ordinate the implementation of planned mission projects
- Coordinate and delegate the promotion of planned mission projects
- Manage the organisation and communication with the host of designated projects
- Assist and organise any travel arrangements required for planned mission trips
- Report and communicate regularly with the Chaplain
- Manage effectively the fundraising projects, income and expenditure for service trips
- Participate in Orientation Week (O-Week) events
- Host one PULSE program per semester, promoting service trips
- Attend ASL student leadership training sessions.

#### PERSON SPECIFICATION:

- Uphold Avondale's mission, vision, values and ethos
- Organised
- Ability to work as part of a team and equally as well working independently
- Good communication skills both written and verbal
- Ability to use common sense to carry out tasks
- Ability to deal with unexpected occurrences
- Be a student at Avondale University
- Ability to remain calm under pressure.

#### KEY OUTCOMES:

- To successfully organise and implement volunteer project/s and trip/s.

**RELEVANT EXPERIENCE:**

- The position requires a passion and commitment to ministry, good people skills and excellent communication skills
- The service trip leader will have strong organisational skills, be highly motivated and eager to learn
- Have experience in working in a team environment
- Preferably would have some experience with budgeting.

**TERM OF APPOINTMENT**

- One full academic calendar year.

**REMUNERATION**

- Honorary scholarship - \*see payment Schedule 1 on Eligibility Form.