

# StoryFACTORY

<b>Position</b>	Behind the Scenes Volunteer (In-Person and Remote)
<b>Reports to</b>	Volunteer Manager / Story Factory staff members
<b>Duration</b>	Ad hoc
<b>Frequency</b>	Anywhere between 2 - 6 hours per occasion
<b>Position details</b>	Voluntary

## Organisation Overview

Story Factory is a not-for-profit creative writing centre for young people aged 7 to 17 based in Sydney and Western Sydney. Our mission is to enrich the lives of young people from under resourced communities through creative writing and storytelling.

Story Factory works with schools and community groups to deliver fun and inventive creative writing programs which build literacy, confidence and creativity in young people.

## Program Overview

Behind the Scenes Volunteers play a vital role in getting the stories of our young people out into the world. Every task, big or small, allows us to continue to deliver an enriching experience to our young people.

Volunteers coming in-person to our centres may help with typing up student work, preparing workshop resources, assisting with the publication process and more.

Volunteer assisting remotely may help with typing up student work, entering feedback from student and teacher evaluations, transcribing recordings and more.

## Duties and Responsibilities

Behind the Scenes Volunteer (in-person):

- Assist with preparing workshop materials.
- Assist with reviewing document spelling, grammar and punctuation.
- Assist with typing, printing and binding.
- Assist with fundraising and marketing activities.
- Other ad hoc activities as needed.

Behind the Scenes Volunteer (remote):

- Assist with typing up scanned student handwriting into a Google Document.
- Assist with typing up scanned surveys into a Google Form.
- Assist with spelling, grammar, punctuation changes as required by the Storyteller.
- Aim to deliver the work by the typing deadline and if you have difficulty doing so, to communicate this with the Volunteer Manager.

All volunteers will be required to:

- Maintain regular communication with the Volunteer Manager around availability.
- Maintain confidentiality in line with Story Factory Policies.
- Report any child safety concerns or concerning content in writing to Story Factory staff. Story Factory is a child safe organisation with comprehensive child safety policies and charter and adheres to all child safety guidelines.

### **Skills, Qualities, Attributes**

#### Essential

- Responsible and able to meet deadlines.

#### Desirable

- A good understanding of the written English language.
- Able to read and decipher student handwriting.
- Confident typist.
- Previous experience using the Google suite including Google Docs, Google Forms, Gmail etc.

### **Application and Training**

Behind the Scenes Volunteers are required to:

- 1) Complete our online application form.
- 2) Obtain a Working with Children Check and a National Police Check.
- 3) Complete any relevant training as per our Volunteer Agreement.

### **Reporting and Support**

Once engaged, Behind the Scenes Volunteer can access support from the Volunteer Manager or Story Factory staff members and contact them in person, or via phone and email.

### **Benefits of Volunteering with Story Factory**

- Personal satisfaction from helping bring our young people's stories into the world.
- Contribute to the community and participate in positive social change.
- Opportunity to become a part of our volunteering community.
- Developing understanding and experience of creative writing frameworks for young people.
- Practice computer skills.
- Gain professional experience.

If you have any questions about volunteering with Story Factory that are not covered in this Position Description, please get in touch with our Volunteer Managers at [volunteer@storyfactory.org.au](mailto:volunteer@storyfactory.org.au).