



**VOLUNTEER POSITION
DETAILS**

Position title	BUDDY TEAM LEADER
Faculty / Office	STUDENT LIFE
Reporting to	BUDDY PROGRAM COORDINATOR
Department / Team	MACQUARIE UNIVERSITY BUDDIES
Program Criteria	1. Will have completed the Buddy Program as a Buddy before Session 1 2027. 2. Will enrol in at least one unit for Session 1 2027 at Macquarie University and maintain satisfactory academic standing. 3. You will be required to attend a mandatory full day training session on Thursday 4 February and another training session on either Monday 8 February OR Wednesday 10 February. 4. You must volunteer at least 40 hours during Session 1 2027 including at Kickstart and facilitation of Buddy events throughout the session. 5. You must complete the mandatory online modules <i>Recognising and Responding to Disclosures of Sexual Misconduct</i> and <i>Intercultural Communication & Culture Shock</i>. 6. You must abide by the Student Code of Conduct.

1. POSITION PURPOSE

The Buddy Program is a peer support network designed to help students transition smoothly into university life. It provides ongoing social connection and guidance through peer relationships and a range of on- and off-campus activities. Buddies also assist students in settling into life at Macquarie University, Sydney, and Australia, and in navigating the various supports and services available.

Buddy Team Leaders are expected to be actively involved in the program for the full session and to coordinate in-person events, including training sessions, day trips, and on-campus activities. Each Buddy Team Leader is required to complete a minimum of 40 hours of program-related activity per session, excluding training hours.

2. HOW WILL THIS PROGRAM BENEFIT YOU?

By becoming a Team Leader, you will develop transferable skills such as leadership, cultural sensitivity and communication skills to facilitate Buddy and student interactions. As a Team Leader, you will bring expertise from your experience as a Buddy and use that knowledge to guide your small team of Buddies and assist with their development in the program. These skills will prove useful for the remainder of your time at Macquarie and throughout your career. Upon completion of the program requirements the Team Leader will receive:

- Certificate of Service to recognise their contribution to the Macquarie community
- Macquarie University Microcredential
- Certificate of Appreciation
- Official co-curricular recognition on [AHEGS](#)

3. WHAT WILL YOU NEED TO DO?

- Represent the Macquarie University Buddy Program at official Macquarie University events
- Contribute to the development of events to engage the student cohort as part of the Buddy Program
- Assist the Buddy Program Coordinator with developing and facilitating the in-person Buddy training sessions
- Contribute to Kickstart including through coordinating tours and promoting the Buddy Program.
- Provide feedback about the program and other university services as required
- Exercise any other duties as appropriate for the nature of this role.

4. WHAT WILL HELP YOU SUCCEED IN THIS VOLUNTEER ROLE?

- Effective verbal and written communication
- Ability to present to large audiences
- Ability to work as part of team
- Ability to facilitate small group sessions
- Strong organisational skills and time management
- Ability to think creatively, proactively and generate new ideas
- Uphold confidentiality and maintain professionalism
- Enjoy multitasking and projects/events
- Reliable, punctual and deadline driven
- Positive attitude and inspires others
- Solution-orientated and able to set goals, with the initiative to achieve them
- Passion for creating an energetic, enthusiastic and vibrant environment
- Interest in volunteering and helping others in the community
- Student Life will provide comprehensive training and guidance to help you succeed in your volunteer role.

5. ACTIVITIES AND TIMELINES

*The table below is a guide of the proposed dates and activities. **These may be subject to change in response to business demands.***

ACTIVITY	DESCRIPTION	PROPOSED DATES
APPLICATION DATES	Online application dates.	Open: 28 September 2026 Close: 18 October 2026
INTERVIEW WEEK	One-on-one Interview – Information will be sent if progressing to the next step in our recruitment process.	26 – 30 October 2026
TRAINING DATES	Team Leaders must attend full day in-person training to learn about their role.	4 February 2027
KICKSTART	Contribute to Kickstart by leading Buddies and supporting them in coordinating tours and promoting the Buddy Program.	15 – 23 February 2027
DURING SESSION	Team Leaders will be responsible for guiding and supporting Buddies through the program as an escalation point. This is done through group messages and supervision at both on-campus and off-campus events.	Weeks 1 – 13