

## **Volunteers needed for global virtual events on STEM!**

The World Association of Girl Guides and Girl Scouts (WAGGGS) will be co-hosting two global virtual events with a corporate partner on Science, Technology, Engineering and Mathematics (STEM). The events will be held with Zoom webinar with live broadcast to YouTube in the four official languages of WAGGGS.

The events aim to share the results of WAGGGS' consultation on STEM, empower and inspire girls and young women to explore STEM, raise awareness and promote the use of the partner's resources on STEM. The event will involve panel speakers including champions/expert speakers from the partner and Girl Guide/Girl Scout or alumni who are from the STEM field, interactive activities and engagement with girls and young women.

The two virtual events will be open for participation to everyone, members and non-members of Girl Guides/Girl Scouts aged 10 and above, and external partners.

By taking part in this volunteer role, you will be contributing your expertise and skills to help WAGGGS plan and deliver the two events in an engaging and fun way to inspire girls and young women to explore STEM and attract external partners to work with WAGGGS in STEM.

**Commitment:** The team can decide the way of work in various tasks per small group. Since time is limited, there may be a need to have weekly meetings to catch up on the progress until the end of the second event on 6 November.

### **Roles required:**

- Planning Team x 6 (18 to 30 years old)
- Technical Team x 10 (no age limit)
- Interpretation Team (Arabic x 2, French x 2, Spanish x 2, International sign language x 2) (no age limit)
- Translation Team (Arabic x 2, French x 2, Spanish x 2) (no age limit)

**Event dates:** 22 October and 6 November 2022 (please refer to the specific roles for the specific volunteer engagement period)

**Details for the roles:**

<b>Position</b>	<b>Role 1 - Planning Team</b>	<b>Role 2 - Technical Team</b>	<b>Role 3 - Live Interpretation Team</b>	<b>Role 4 - Translation Team</b>
<b>Period</b>	21/9 - 16/11/22	28/9 - 13/11/22	28/9 - 13/11/22	21/9 - 16/11/22
<b>Age</b>	18-30	No limit	No limit	No limit
<b>No. of volunteers</b>	6	10	2 each for Arabic, French, Spanish and international sign language	2 each for English, Arabic, French and Spanish
<b>Responsibilities</b>	<ul style="list-style-type: none"> <li>• Programme planning</li> <li>• Identifying, inviting, and preparing speakers</li> <li>• Moderating or emceeing the event (possible opportunity)</li> <li>• Marketing and communications, including preparing promotional materials for social media</li> <li>• Event feedback and evaluation</li> <li>• Organise event logistics</li> <li>• Safeguarding and risk</li> </ul>	<ul style="list-style-type: none"> <li>• Hosting Zoom webinar</li> <li>• Livestreaming to YouTube in 4 languages</li> </ul>	<ul style="list-style-type: none"> <li>• Live interpretation for all speakers during the two virtual events</li> </ul>	<ul style="list-style-type: none"> <li>• Managing chat/questions on Zoom webinar in 4 languages during the two virtual events (2 each for English, Arabic, French and Spanish)</li> <li>• Managing chat/questions on YouTube in 4 languages during the two virtual events (2 each for English, Arabic, French and Spanish)</li> <li>• Translating event communications, presentations, and other related materials from English to Arabic, French and Spanish</li> </ul>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• Between 18 to 30 years old.</li> <li>• Have experience, knowledge and skills in planning and delivering virtual events, preferably with some international experience.</li> <li>• Ability to work in a cross-cultural team, delivering to a diverse audience of various age groups, language abilities,</li> </ul>	<ul style="list-style-type: none"> <li>• No age limit.</li> <li>• Have experience, knowledge and skills in hosting Zoom meeting or webinar and live streaming.</li> <li>• Ability to work in a cross-cultural team, delivering to a diverse audience of various age groups, language abilities, cultural and educational backgrounds.</li> </ul>	<ul style="list-style-type: none"> <li>• No age limit.</li> <li>• Have experience, knowledge and skills in live interpretation in either of the following: English to and from Arabic, French, Spanish and international sign language</li> <li>• Ability to work in a cross-cultural team, delivering to a diverse audience of various age groups, language abilities,</li> </ul>	<ul style="list-style-type: none"> <li>• No age limit.</li> <li>• Have experience, knowledge and skills in translation in either of the following: English to and from Arabic, French and Spanish</li> <li>• Ability to work in a cross-cultural team, delivering to a diverse audience of various age groups, language abilities,</li> </ul>

Position	Role 1 - Planning Team	Role 2 - Technical Team	Role 3 - Live Interpretation Team	Role 4 - Translation Team
	<p>cultural and educational backgrounds.</p> <ul style="list-style-type: none"> <li>Must have own computer equipped with good camera and microphone, and internet connection which are strong enough to participate in the event.</li> <li>Must be able to work in one or more of these languages: English, Arabic, French and Spanish.</li> </ul>	<ul style="list-style-type: none"> <li>Must have own computer equipped with good camera and microphone, and internet connection which are strong enough to host the event and/or livestream on YouTube.</li> <li>Must be able to work in one or more of these languages: English, Arabic, French and Spanish.</li> </ul>	<p>cultural and educational backgrounds.</p> <ul style="list-style-type: none"> <li>Must have own computer equipped with good camera and microphone, and internet connection which are strong enough to participate in the event.</li> <li>Must be able to work in one or more of these languages: English, Arabic, French and Spanish.</li> </ul>	<p>cultural and educational backgrounds.</p> <ul style="list-style-type: none"> <li>Must have own computer equipped with good camera and microphone, and internet connection which are strong enough to participate in the event.</li> <li>Must be able to work in one or more of these languages: English, Arabic, French and Spanish.</li> </ul>
<b>Application - These roles are only open to members already in the WAGGGS Volunteer Pool.</b>				
<i>WAGGGS Volunteer Pool member</i>	<a href="https://forms.office.com/r/RNcrC8wjPy">https://forms.office.com/r/RNcrC8wjPy</a>	<a href="https://forms.office.com/r/4sikt4pFgF">https://forms.office.com/r/4sikt4pFgF</a>	<a href="https://forms.office.com/r/45ZVW5TgCm">https://forms.office.com/r/45ZVW5TgCm</a>	<a href="https://forms.office.com/r/JEeAB8gn8A">https://forms.office.com/r/JEeAB8gn8A</a>
<i>Non - WAGGGS Volunteer Pool member</i>	<p>If you are not currently a member of the WAGGGS Volunteer Pool, kindly download the application form from HKGGA website (<a href="https://hkgga.org.hk/tc/events/ResourcePool">https://hkgga.org.hk/tc/events/ResourcePool</a>), complete and send the form on or before 3rd Sept to intl@hkgga.org.hk. International team will review your application and endorse to WAGGGS if you are suitable.</p> <p>You can fill in the online forms above after you receive notification from HKGGA about your Volunteer Resource Pool application status.</p>			
<b>Deadline of application</b>	6 Sept 2022	12 Sept 2022	12 Sept 2022	6 Sept 2022
<b>Selection</b>	7 Sept 2022	13 Sept 2022	13 Sept 2022	7 Sept 2022
	Member Organisations of the selected volunteers will be informed and given two weeks to respond if they have any objections to the volunteers' participation in this project.			
<b>Formal onboarding</b>	21 Sept (Wed), 2pm British Summer Time	28 Sept (Wed), 2pm British Summer Time	28 Sept (Wed), 2pm British Summer Time	21 Sept (Wed), 2pm British Summer Time

### Certificate of Appreciation

WAGGGS will be providing certificate of appreciation to all volunteers engaged in this project.