

# National Model United Nations • NY Volunteer Senior Staff Duties

## Eligibility

Volunteer Senior Staff positions are usually held by individuals who have served on volunteer staff at NMUN•NY for three or more years. These positions typically require 5-10 hours per week, and may require up to 20 hours per week during peak times. Strong candidates will demonstrate leadership potential and contribute to the educational mission of the conference. All volunteer Senior Staff must assist in the promotion of an inclusive and welcoming environment.

## Positions and Responsibilities

### Under-Secretaries-General (USGs) - Departments

Departmental USGs primarily report to the Deputy Secretary-General (DSG) and will assist in the management of substantive processes throughout the year. These positions require frequent collaboration with all volunteer staff.

- Hire Directors (Ds) and Assistant Directors (ADs) for the conference departments from May-June.
- Contribute to the preparation of topic proposals in June.
- Oversee the production of committee background guides from June-October.
- Assist with volunteer staff training from August-October and January-April. Attend October training in NYC.
- At the conference, oversee the substantive affairs of their respective department and provide backup support with various logistical tasks.

### Under-Secretaries-General - Conference Management (USGs-CM)

The USGs-CM primarily report to the Secretary-General (SG) and oversee logistical and administrative aspects of the conference. These positions require frequent collaboration with all volunteer staff and with NMUN HQ. Preference given to people with advanced technological, organizational, and customer service skills. Prior NY D or USG experience required.

- Support the onboarding and training of all Secretariat members from May-June.
- Collect volunteer staff data, prepare and distribute training materials, and coordinate and book volunteer staff travel, lodging, and food preferences from August-September and January-March. Attend October training in NYC.
- Assist with committee background guide draft reviews from June-October. Assist with working paper editing at the conference and help departmental USGs during the voting process, if needed.
- Maintain volunteer staff internal communication channels including the production and distribution of a monthly newsletter. Coordinate and plan volunteer staff activities.
- Create dynamic social media postings throughout the year. Pre-schedule the actual at conference postings.
- Set up and ensure adequate staffing of the Information Services office. Order and distribute supplies and food at the conference. Manage, schedule, oversee, and mentor the CM Directors.
- Assist with preparations for the Hub platform. Develop and implement logistical plans for major conference events such as opening/closing ceremony. Ensure someone is assigned to meet and greet the speakers and Opportunity Fair participants, plus other tasks as required.

## Expectations

- Comply with all NMUN policies including the [NMUN Conduct Expectations](#).
- Respond to any communication requiring a reply within 48 hours (preferably 24 hours), request extensions at least 48 hours in advance of deadlines, and provide advance notice of any obligations that may cause you to be unavailable for an extended period of time or if unable to meet an established deadline.
- Maintain professional conduct and cooperate with instructions from conference leadership.
- Commit to all scheduled conference and training dates and agree to perform all duties assigned.
- Permit NMUN to use your photograph or likeness in any of its publications or promotions.

## Dismissal

In general, failure to meet deadlines, communicate, or perform an assigned role to expectations will result in a first warning from the DSG/SG. A second infraction will result in a written warning from the DSG/SG. A third instance may result in immediate dismissal from volunteer staff by the DSG/SG based on consultation with NMUN HQ.

Every situation is evaluated on a case-by-case basis. If an infraction is deemed serious, it may result in immediate dismissal, without any warnings, after consultation with NMUN HQ.