

National Model United Nations • NY Volunteer Staff Duties

Overview

National Model United Nations (NMUN) volunteers work as part of a diverse, international team and build skills in facilitation of debate, conflict resolution, and customer service while learning alongside delegates about emerging global issues. In addition, volunteer staff receive a publishing credit for their work on the background guides. One of the greatest rewards is often the lifelong friendships formed among volunteers.

Positions and Responsibilities

Committee/CM Directors (Ds) - Key Responsibilities

- Research and write a section of the background guide, from June-October. Committee Ds will mentor and provide guidance to their Assistant Directors (ADs)/CM Ds, including editing their work during the writing process.
- Stay updated with the work of the committee and topic areas, ensuring a comprehensive understanding of the committee's mandate and NMUN Rules of Procedure. CM Ds will also assist with travel and communications.
- Actively participate in pre-conference e-training sessions throughout the year.
- At the conference, facilitate the committee's work and manage the dais/Information Services with a welcoming customer service attitude. CM Ds will also assist the CM USGs with their duties.
- Adhere to all deadlines and comply with all communication policies. Maintain close, continual contact with your Under-Secretary-General (USG) throughout the year.

Committee Assistant Directors (ADs) - Key Responsibilities

- Research and write a section of the background guide, from June-October.
- Actively participate in pre-conference e-training sessions throughout the year.
- At the conference, under the guidance of the Director, facilitate the work of the committee and manage the dais.
- Maintain close, continual contact with both their Director and USG throughout the year and abide by NMUN communication and deadline policies.

Required Skills and Qualifications

- Excellent research and writing skills.
- In-depth knowledge of international relations and understanding of Model United Nations procedures.
- Strong organizational and time management skills and the ability to meet deadlines.
- Effective communication, interpersonal, and customer service skills to collaborate with volunteers and delegates.
- For the Director positions, prior experience in a leadership or mentorship role is preferred.

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 USG, following consultation with the DSG/SG. A second infraction will result in a written warning from the DSG/SG after consultation with the USG. A third instance may result in immediate dismissal from volunteer staff by the DSG/SG based on consultations 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.