

# National Model United Nations • NY Senior Staff Volunteer Duties

## Overview

Senior Staff Volunteer positions are usually held by individuals who have served on staff at NMUN•NY for three or more years. Strong candidates will demonstrate leadership potential and contribute to the educational mission of the conference. All Senior Staff Volunteers assist in the preparation of training materials for the Secretariat and promote an inclusive and welcoming environment.

## Positions and Responsibilities

- **Conference Management: Under-Secretaries-General (USGs):** The USGs-CM report to the Secretary-General (SG) and oversee logistical and administrative aspects of the conference. These positions require frequent collaboration within and across conference Secretariats and with NMUN HQ. They hire Directors (Ds) and Assistant Directors (ADs) of CM and support the onboarding and training of all Secretariat members (May-June). They manage the CM team, Hub platform, and Information Services office. They are responsible for the planning, ordering, purchasing, and distribution of supplies, food, travel tickets, and other items. They work together with the SGs and DSGs to collect staff information, prepare and distribute training materials, coordinate and book staff travel and lodging (August-September, January-March), coordinate and plan staff activities, serve as the main contact with the hotel, assign Opportunity Fair assistants, maintain volunteer staff internal communication channels including the production and distribution of a monthly newsletter, and oversee social media postings. They work with the Secretariat to prepare the Hub platform for the upcoming conference year, and develop and implement logistical plans for major conference events such as opening / closing ceremony (UN day) and Day 5 plenary sessions, plus other tasks as required. They support the SGs and DSGs in promoting efficiency and an inclusive staff culture. Preference given to people with advanced technology skills.
- **Substantive Departments: Under-Secretaries-General (USGs):** Substantive USGs report to the Deputy Secretary-General (DSG) and will assist in the management of substantive processes throughout the year. This position requires frequent collaboration with the SGs and DSGs, cross-conference counterparts, and committee staff. Prior to the conference, substantive USGs hire Directors (Ds) and Assistant Directors (ADs) for the conference departments (May-June). Substantive USGs will contribute to the preparation of topic proposals (June) and oversee the production of committee background guides (July-October). Additionally, Substantive USGs assist with staff training (August-October and January-April). During the conference, substantive USGs will oversee the substantive affairs of their respective department and support the Secretariat in various logistical tasks.

## Expectations

- Volunteers are expected to comply with all NMUN policies including the [Conduct Expectations](#). This includes: responding to any communication requiring a reply within 48 hours (preferably 24 hours), requesting extensions at least 48 hours in advance of deadlines, and providing advance notice of any obligations that may cause you to be unavailable for an extended period of time or make you unable to meet an established deadline.
- Volunteers agree to maintain professional conduct and cooperate with instructions from conference leadership.
- Volunteers commit to all scheduled conference and training dates and agree to perform all duties necessary.
- Volunteers agree that NMUN may 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.

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