

Volunteer Recruitment Guidelines for Toyo University Model United Nations

Toyo Model United Nations (Toyo MUN) is recruiting student long-term volunteers to serve as committee members and assist with recruiting, training, and administering Toyo MUN 2025.

1. Duties

- 1) Manage the Toyo MUN website and Instagram account
- 2) Communicate with Toyo MUN participants around the world
- 3) Assist with the planning and implementation of promotional activities
- 4) Create relevant reading material for MUN committees
- 5) Facilitate and moderate MUN committee meetings
- 6) Recruit delegates (participants)
- 7) Complete other tasks to implement MUN 2025

2. Requirements

Eligible candidates must enjoy helping and encouraging others and also:

- 1) Proficient in English and Japanese: have the ability to communicate fluently in English (or Japanese) and at a functional level in Japanese (or English)
- 2) Interested in current international issues
- 3) Able to manage Toyo MUN's website
- 4) Available at least one or two days per week: number of weekly hours will vary by task and the MUN schedule

3. Volunteer Period and Working Hours

September 2024 to March 2025 (Exact starting/stopping dates negotiable)

* Volunteers are required to work at least one or two days per week, for three hours per day between 9:00 AM and 5:00 PM on weekdays. Some evenings and/or Saturdays may be necessary for special events. Preference will be given to candidates who can work more frequently.

4. Number of Positions

5-10 (may vary depending on the available working hours of the applicants)

5. Location

International Affairs Office, Hakusan Campus, 1st floor in Building #8

* The transportation fee will be paid during the MUN conference period.

The maximum transportation fee will be 1,200 yen per day.

6. Application Documents

- 1) Resume/CV with evidence of participation (or/and interests) in MUN or similar events
- 2) Copy of a certificate verifying language proficiency (on A4 paper)
- 3) Personal statement (on A4 paper; in English or Japanese)
Please write about why you want this volunteer position, what you hope to do with the position, and, if possible, what knowledge and/or experience you have of the Oxford Style of Debate and the protocol and etiquette used at the Model United Nations.

7. Application Deadline

Please send the above documents via Google Form: <https://forms.gle/a3mgMKtLxWb63mTt9>
by **Friday, July 19th, 2024 at 9:00 AM**

8. Hiring Schedule

Applicants who pass the initial screening will be notified by Friday, July 26th, and invited to a group interview on Thursday, August 1st. *It is possible to arrange the dates if students have classes.

For more about Toyo MUN, please visit the Toyo MUN website <<https://www.toyomun.com/>>

9. Additional Information

Volunteers who complete the full-service period specified in section 3 will earn **8 TG points**.

10. Contact information

Center for Global Education and Exchange, Toyo University ml-sgu-sympo@toyo.jp