



## VOLUNTEER POSITION DESCRIPTION

### POSITION

Title:	<b>Special Events Volunteer</b>
Special focus:	2017 Australian University Games
Location:	Gold Coast, Queensland
Position status:	Games Time Volunteer

### LOCATION

The 2017 Australian University Games (AUGs) will take place from 24 September to 29 September on the Gold Coast, Queensland.

During event delivery week, the role will be based out of the Games Centre at **Gold Coast Sport and Leisure Centre, Nerang-Broadbeach Road, Carrara QLD 4211** and other relevant special events locations on the Gold Coast.

### ABOUT AUSTRALIAN UNIVERSITY SPORT

Australian University Sport (AUS) is the peak governing body of university sport in Australia. There are 42 member institutions nationally that AUS provides services to fulfil on the following aims:

- Foster university sport as a relevant and important part of university life
- Facilitate opportunities for students to participate in competitive sport at a regional, national and international level
- Provide national policy in relation to university sport
- Lobby and represent, on behalf of its members, the sporting needs of Australia's university students.

AUS is a not-for-profit company limited by guarantee and has a [board of nine](#) to administer and manage the sporting needs for all AUS member institutions. The head office is based in Brisbane with staff also based in regional and event offices in Sydney, Melbourne, Perth and the Gold Coast.

AUS is committed to the principle of ongoing continual improvement and the spirit of doing one's best. As an employee of AUS, you can expect to be part of a team that is dedicated to excellence and high performance, prides itself on operational best practice, promotes inclusion and respect for diversity and allows for flexible work arrangements that assist staff to balance family and work commitments.

### POSITION PURPOSE

The Special Events Volunteer exists primarily to assist the Special Events Assistant in the successful delivery of activity programs. The role is also responsible for assisting with key aspects relating to the set up and pack down of special events and sponsor delivery sites.

### REPORTING / WORKING RELATIONSHIPS

The Special Events Volunteer will report to the Special Events Assistant who ultimately reports to the Project Manager.

The Special Events Volunteer will also work closely with key event time personnel including:

- Other event personnel including AU Staff members
- Event stakeholders and sponsors
- Event volunteers



## KEY TASKS AND RESPONSIBILITIES

### During the event

- Assist the Special Events Assistant in the delivery of presentations and other event activities
- Assist in the set up and take down of all special event related equipment and settings
- Troubleshoot event issues relating to the above mentioned special events
- Direct and assist guest speakers, performers and suppliers

### Post event

- Provide recommendations on improvements for all special events

## KNOWLEDGE SKILLS AND EXPERIENCE

The Special Events Volunteer role would suit a person studying events marketing or events management with an interest in sport, marketing.

**NOTE: this role requires heavy lifting and moving heavy equipment. The role also requires evening and late night work (some shifts may end at midnight or later)**

### **Desirable attributes:**

- Excellent organisation skills and experience managing and interacting with a wide variety of people
- Ability to set up signage, tents and other heavy equipment
- Ability to prioritise and meet deadlines
- Excellent written and verbal communication skills
- Good computer skills

### **Personal attributes:**

- Ability to work as part of a team
- Enthusiastic and motivated approach
- Well-developed customer service and problem solving skills
- Ability to take the initiative
- Exercise judgment and work without supervision
- A friendly and approachable manner

### **Other requirements:**

- Attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- Attend the entire duration of the Games competition
- Wear the Games uniform as required
- Be neatly groomed at all times
- Be punctual and reliable
- Be an unbiased non competitor in the event
- Conduct oneself in a professional manner and uphold AUS policies and guidelines

## POSITION PARTICULARS

### **Duration of position:**

This is a 2 week Games Time role requiring availability for build week and Games Time (18 September to 29 September 2017)

### **Number of hours:**

It is anticipated that the Special Event Volunteer will need to work approximately 40 hours over the two week Games delivery period

### **Training:**

Induction and training will occur within one month prior to the start of the Games



**Applications Close:** 20 August 2017

**How to apply:** To apply for this position please follow these steps:

1. Read the position description in detail to understand what is expected of you
2. Check to ensure you are available for the duration of the position (18 September to 29 September, 2017 inclusive)
3. Register your expression of interest for this position via the 'Apply Now' link at <http://www.australianunigames.com.au/volunteer>

*All applications will be acknowledged and successful candidates will be contacted for a telephone interview.*

#### **FOR MORE INFORMATION**

Contact: Sharyn Cooke  
Workforce Coordinator  
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*The details within this position description may change at any time in the lead up to the Australian University Games. Volunteers will be notified of any changes to their position description, if and when they occur.*



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