



## VOLUNTEER POSITION DESCRIPTION

### POSITION

Title:	<b>Sports Medicine Scribe</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 a designated sport competition venue across 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 Sports Medicine Scribe provides support and assistance to the SMA Sports Trainer (and Competition Management team) in the delivery of the Sports Medicine Program.

### REPORTING / WORKING RELATIONSHIPS

The Sport Medicine Scribe reports directly and has line management responsibility to the Sport Medicine Trainer. Ultimately they report to the Sport Coordinator.

The Sport Medicine Scribe will also work closely with key event time personnel including:

- AUS staff working within the event
- Competition managers and sport volunteers



## KEY TASKS AND RESPONSIBILITIES

### During the Event

- Assist the Sports Trainer with completing and submitting paperwork associated with Sports Medicine services at the venue (e.g. incident report forms, daily Games reports)
- Assist in maintaining ice supplies and first aid consumables at the venue
- Perform emergency services calls (e.g. ambulance) as directed by the Sports Trainer
- Assist in directing emergency service vehicles to the venue/incident as appropriate
- Support the Sports Trainer with administrative and 'non-treatment' tasks associated with Sports Medicine services at the venue
- Escalate any issues to the Sports Trainer (or Competition Management team as required)
- Liaise with the Sports Trainer Supervisor as required
- Perform and complete other tasks as requested by the Sports Trainer (or Competition Management team as required)

## KNOWLEDGE SKILLS AND EXPERIENCE

The Sports Medicine Scribe's role would suit a person studying Sport Management, Sport Science, Nursing or first aid.

### **Desirable attributes:**

- Attention to detail
- Well-developed customer service and problem solving skills
- Good organizational skills, communication skills and interpersonal skills

### **Personal attributes:**

- Enthusiastic and motivated approach
- Ability to show initiative and exercise sound judgement
- Ability to receive and follow directions
- Ability to work as part of a team and work individually as required
- Must hold a First Aid Certificate or equivalent
- Previous experience in sports medicine, general medicine and/or sports events is advantageous
- Previous experience as an events volunteer is advantageous

### **Other requirements:**

- Attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- Attend each day of the competition
- Wear the Games uniform as required
- Conduct self in a professional manner by being punctual, reliable and neatly groomed at all times
- Be an unbiased non competitor in the event
- Uphold AUS policies and guidelines

## POSITION PARTICULARS

<b>Duration of position:</b>	This is a Games time only role (24 September – 29 September)
<b>Number of hours:</b>	It is anticipated that the Sports Medicine Scribe will need to work approximately 40 hours over the Game delivery period
<b>Training:</b>	Induction and training will occur within one month prior to the start of the Games
<b>Applications Close:</b>	<b>20 August 2017</b>



**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 (24 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.*



Supported by the Mainfreight Unigames Volunteer Program