



VOLUNTEER POSITION DESCRIPTION

POSITION

Title:	Sport Team Leader
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 the event, the role will be based at a specific sport venue 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 Sport Team Leader is a team leader role based at sport venues to ensure that competition administrative processes are undertaken. The role will be responsible for directing sport volunteers and assisting the competition management team.

REPORTING / WORKING RELATIONSHIPS

The Sport Team Leader reports directly and has line management responsibility to the Competition Manager and Sport Liaison Assistant. Ultimately they report to the Sport Coordinator.

The Sport Team Leader 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

Training

- Attend 2 STL training sessions prior to the event
- Attend the final Competition Manager training session to meet the competition management team and other key sport volunteers

Sport

- Collection of score cards and transfer of results onto summary of results sheets
- Inputting of results into the Fuse Sport System
- Transmission of results at required time to the results centre
- Update draws and ladders at the venue based on results on a regular basis
- Liaise with team captains as directed by the Competition Manager
- Assist the Competition Manager in duties where required

Administration

- Implement the daily accreditation process and ensure teams are checked off before every game
- Ensure PUP procedures are followed
- Ensure all forms and other relevant documentation are complete ready for the end of day process

Operations

- Assist with venue set up and pack down including set up and pack down of sporting equipment
- Assist in tracking sport equipment ie: ensuring footballs are all returned after each game
- Support the competition manager with the coordination of volunteers
- Coordinate volunteer breaks and lunch breaks throughout the day
- Assist with the sign in and out of all volunteers

KNOWLEDGE SKILLS AND EXPERIENCE

The Sport Team Leader role would suit a person with an interest in sporting competitions.

Desirable attributes:

- Excellent written and verbal communication skills
- Experience in dealing with a wide variety of people
- Ability to effectively lead a team of volunteers
- Exceptional attention to detail

Personal attributes:

- Ability to work as part of a team
- Enthusiastic and motivated approach
- Well-developed customer service and problem solving skills
- 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 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

- 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 Sport Team Leader will need to work approximately 40 hours over the Games delivery period.
The STL is required to be available for the duration of the competition they are assigned to.
- 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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