



## VOLUNTEER POSITION DESCRIPTION

### POSITION

Title:	<b>Sport 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 the event, the role will be based at the AUG Games centre: **Gold Coast Sport and Leisure Centre, Nerang-Broadbeach Road, Carrara and various competition venues 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 Sport Volunteer assists at the sport venue to ensure that event procedures are completed.

### REPORTING / WORKING RELATIONSHIPS

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

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

- Competition managers, key volunteers and event staff



## KEY TASKS AND RESPONSIBILITIES

### During The Event

#### Sport

- Collection of score cards and transfer of results onto summary of results sheets
- Transmission of results at required time to the results centre
- Assist the Competition Manager in duties where required
- Support officials with the checking of sport stamps before participants take the field of play

#### Administration

- Implement the daily accreditation checking process
- Ensure PUP procedures are followed
- Explain the PUP process to any relevant participants

#### Operations

- Assist with venue set up and pack down including set up and pack down of sporting equipment and field of play requirements
- Assist in tracking sport equipment ie: ensuring footballs are all returned after each game
- Assist with checking of transport passes for players return journeys from the venue

## KNOWLEDGE SKILLS AND EXPERIENCE

The Sport Volunteer 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

#### **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

<b>Duration of position:</b>	This is a Games time only role (24 September to 29 September 2017)
<b>Number of hours:</b>	It is anticipated that the Sport Volunteer will need to work approximately 30 hours over the Games 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  
P: 0481 150 194  
E: [aug.workforce@unisport.com.au](mailto:aug.workforce@unisport.com.au)

*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