

Nationals Workforce Volunteer

Position Description

UniSport Australia is seeking Workforce Volunteers to be part of 2024 UniSport Nationals taking place in Canberra from 7-13 September 2024. The Workforce Volunteers are vital to Nationals supporting the wider volunteer team and staff. They will work closely with the Nationals staff team to deliver workforce management and ensure workforce welfare and a positive experience for all.

Your key tasks and responsibilities will involve:

Pre-event

- Supporting the planning and rostering of volunteers across Nationals venues
- Support the delivery of volunteer uniforms and gifts
- Support the accreditation collection process (where required)
- Random 'pre-event things' workforce elements that pop up and require help

During event

- Assisting the Workforce Coordinator with tracking volunteer movements
- Support the sport beginning end of day process with sign on/off
- Identifying areas of the event where additional workforce is needed
- Stocktaking and allocating volunteer uniform
- Assisting in the provision of workforce meals, noting dietary requirements, and highlighting issues
- Supporting the administration of replacement accreditation processes
- Be willing to answer workforce related event enquiries
- General tasks as required

Is this role for you? The Workforce volunteer roles would suit people who enjoy communicating with others and have an interest in people management. Accreditation experience not essential. The role would be great for anyone looking to increase their event experience and an interest in volunteer/people management.

We are looking for someone who:

- ✓ Excellent written and verbal communication skills
- ✓ Experience in dealing with a wide variety of people
- ✓ Ability to work as part of a team
- ✓ Enthusiastic and motivated approach
- ✓ Well-developed customer service and problem-solving skills
- ✓ Confident in answering phone calls and dealing with questions
- ✓ A friendly and approachable manner
- ✓ Conduct self in a professional manner by being punctual and reliable
- ✓ Attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- ✓ Attend shifts allocated to you during the Nationals event
- ✓ Wear the event uniform as required

Key information:

- This is a pre-event and event time role requiring availability for 2024 Nationals-Canberra
- Shifts will be available from the 4 - 15 September
- The role may involve some lifting and shifting of equipment such as boxes of uniform
- No accommodation or travel expenses will be covered
- A full induction to UniSport, training, uniform and meals (when on shift) will be provided
- A minimum of 3 shifts will need to be committed to for this role

How to apply:

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 event (minimum of 3 shifts)
3. Register via our website: www.unisport.com.au/volunteer

If you require further information, please contact Volunteer.Coordinator@unisport.com.au