



VOLUNTEER POSITION DESCRIPTION

GAMES TIME SPORT VOLUNTEER

2017 Southern University Games

POSITION

Games Time Sport Volunteer

38 positions available (two per sport)

DEPARTMENT

Sport

LOCATION

During the event, the role will be based at a specific sport venue.

ABOUT AUSTRALIAN UNIVERSITY SPORT

Australian University Sport (AUS) is charged with the responsibility to facilitate national and international sporting opportunities on behalf of its member universities. The national sporting program includes a number of high quality national and regional sporting events, including, but not limited to:

- Australian University Games
- Australian University Championships
- Regional University Games (Northern, Eastern, Southern and Western)
- Regional University Championships

AUS is responsible for the planning and conduct of these sporting events on behalf of the university sporting community. AUS delivers the events in a professional manner whilst meeting the needs of students at member universities.

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 Games Time Team Leader. Ultimately they report to the Event 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

Administration

- Implement the daily accreditation process and ensure teams are checked off before every game
- Ensure PUP procedures are followed

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





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

Duration of position:	This is a Games time only role – Monday 3 July to Thursday 6 July 2017
Number of hours:	It is anticipated that the Sport Volunteer will need to work approximately 30 hours over the Game delivery period.
Training:	Induction and training will occur within one month prior to the start of the Games.
Applications close:	Friday 21 April 2017
Interviews:	Thursday 27 April 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
3. Update your resume to no more than three pages
4. Apply via email sug.coordinator@unisport.com.au

All applications will be acknowledged and successful candidates will be contacted for an interview.

FOR MORE INFORMATION

Event Coordinator - 2017 Southern University Games
P: 03 9244 3763
E: sug.coordinator@unisport.com.au

The details within this position description may change at any time in the lead up to the 2017 Southern University Games. Volunteers will be notified of any changes to their position description, if and when they occur.

