

KEY VOLUNTEER POSITION DESCRIPTION

2010 AUSTRALIAN UNIVERSITY GAMES (2010 AUG)

ROLE:	Special Events Assistant
VENUE:	2010 AUG Office (Mt Claremont, Perth WA)
REPORTS TO:	Sponsorship, Promotions & Special Events Coordinator
START/FINISH DATES:	May 2010 – October 2010 (or as arranged with Sponsorship, Promotions & Special Events Coordinator and Administration & Workforce Coordinator)
TIMES/DAYS:	9.30am – 4.30pm One day per week <u>OR</u> one day per fortnight (or as arranged with Sponsorship, Promotions & Special Events Coordinator and Administration & Workforce Coordinator)

Role Summary

The Special Events Assistant is responsible for assisting the Sponsorship, Promotions & Special Events Coordinator with various activities associated with the Special Events program for the 2010 Australian University Games (2010 AUG). This role will assist in the planning and delivery of the 2010 AUG live site and associated special events such as the Games media launch, and opening and closing ceremonies.

Key Tasks & Responsibilities

- Assist in coordinating the Games live site and associated special events such as the media launch, and opening and closing ceremonies
- Assist in communicating and liaising with various Games stakeholders (eg venue operators, caterers, sponsors, media, VIPs, etc)
- Assist in coordinating special event invitations, rsvp's, etc
- Assist in the smooth operation of the Games live site and associated special events as they occur
- Escalate any issues to the Sponsorship, Promotions & Special Events Coordinator
- Perform and complete other tasks as requested by the Sponsorship, Promotions & Special Events Coordinator

Knowledge, Skills and Experience

- Attention to detail
- Well-developed customer service and problem solving skills
- Excellent organisational skills, communication skills and interpersonal skills
- Very good computer skills
- Enthusiastic and motivated approach
- Ability to prioritise and meet deadlines
- Ability to receive and follow directions
- Ability to show initiative and exercise sound judgement
- Ability to work as part of a team, as well as individually as required
- Previous experience in marketing, media, public relations and/or special events is desirable

- Previous experience as an event volunteer is advantageous

Requirements

- Commit to at least one day per week or one day per fortnight at the 2010 AUG Office
- Follow the policies and procedures of the 2010 AUG
- Promote and commit to the values of the 2010 AUG
- Conduct self in a professional manner by being punctual, reliable and neatly groomed at all times
- Attend compulsory 2010 AUG training sessions as required

How to Apply:

1. Read through the position description
2. Apply using the **2010 AUG Volunteer Application Form**:
 - a) download **here**
 - b) **OR** telephone 08 9284 9183 for a paper copy to be sent to you
3. Complete all sections of the application form
4. Forward your application to the Administration & Workforce Coordinator:

Email: aug.volunteer@unisport.com.au

Mail: 2010 Australian University Games
PO Box 2593
Mt Claremont WA 6010

Fax: 08 9383 9654

All applications will be acknowledged and successful applicants will be contacted accordingly.

If you have any queries with regards to the information within this position description, please contact the Administration & Workforce Coordinator on 08 9284 9183 or email aug.volunteer@unisport.com.au

The details within this position description may change at any time in the lead up to the 2010 Australian University Games. Volunteers will be notified of any changes to their position description, if and when they occur.