

KEY VOLUNTEER POSITION DESCRIPTION

2010 AUSTRALIAN UNIVERSITY GAMES (2010 AUG)

ROLE:	Operations Assistant
VENUE:	2010 AUG Office (Mt Claremont, Perth WA)
REPORTS TO:	Sport & Operations Manager and Operations Coordinator
START/FINISH DATES:	May 2010 – October 2010 (or as arranged with the Sport & Operations Manager and Operations Coordinator)
TIMES/DAYS:	9.30am – 4.30pm One day per week OR one day per fortnight (or as arranged with the Sport & Operations Manager and Operations Coordinator)

Role Summary

The Operations Assistant is responsible for assisting the Sport & Operations Manager and Operations Coordinator in the planning, preparation and delivery of all operational requirements (such as logistics, transport and catering) for the Australian University Games (2010 AUG).

This role also assists in coordinating furniture and equipment as required at each Games venue (eg. marquees, tables, chairs, computers, radios, signage, etc).

Key Tasks & Responsibilities

- Assist in coordinating the operational requirements needed for the Games (eg. venues, equipment, signage, communications, etc)
- Assist in producing operational related documentation such as inventory sheets, stock and signage control sheets, incident report forms, operations manuals, etc
- Assist in planning and delivering the 2010 AUG logistics program
- Assist in implementing inventory tracking systems for the Games
- Assist in planning and delivering the 2010 AUG transport program, including athlete shuttles, Games vehicles and transport information services
- Assist in planning and delivering the 2010 AUG catering program
- Liaise with catering provider/s in the lead up to the Games
- Assist in developing logistics, transport and catering system processes, procedures, etc
- Identify signage requirements for Games venues as required
- Escalate any issues to the Sport & Operations Manager and/or Operations Coordinator
- Perform and complete other tasks as requested by the Sport & Operations Manager and/or Operations Coordinator

Knowledge, Skills and Experience

- Attention to detail
- Well-developed customer service and problem solving skills
- Very good 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 or exposure to operations, logistics, transport, catering and/or events is desirable
- Previous experience as an events 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.