

KEY VOLUNTEER POSITION DESCRIPTION

2010 AUSTRALIAN UNIVERSITY GAMES (2010 AUG)

ROLE:	Sport Services Assistant
VENUE:	2010 AUG Office (Mt Claremont, Perth WA)
REPORTS TO:	Sport & Operations Manager and Sport Coordinator
START/FINISH DATES:	May 2010 – October 2010 (or as arranged with the Sport & Operations Manager and Sport 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 Sport Coordinator)

Role Summary

The Sport Services Assistant is responsible for assisting the Sport & Operations Manager and Sport Coordinator in the planning, preparation and delivery of the medal ceremonies program, sports medicine program and Green & Gold program for the 2010 Australian University Games (2010 AUG).

This role also assists in the implementation and operation of the sports results system, and provides support in the coordination of sports and venues associated with the Games.

Key Tasks & Responsibilities

- Assist in planning and delivering the 2010 AUG medal ceremonies program
- Assist in sourcing medal presenters for all medal ceremonies as required
- Assist in implementing medal ceremony procedures
- Assist in planning and delivering the 2010 AUG sports medicine program
- Liaise with sports medicine provider/s in the lead up to the Games
- Assist in planning and delivering the 2010 AUG Green & Gold program
- Assist in developing Green & Gold program processes, procedures, etc
- Assist in appointing Green & Gold Committees and liaising with committee members as required
- Assist in developing sport results system procedures, processes, etc
- Assist in implementing the sport results system for the Games
- Assist in the coordination of sports and venues for the 2010 AUG
- Assist in producing sports related documentation such as score sheets, team lists, competition manager folders, sports manuals, etc
- Escalate any issues to the Sport & Operations Manager and/or Sport Coordinator
- Perform and complete other tasks as requested by the Sport & Operations Manager and/or Sport Coordinator

Knowledge, Skills and Experience

- Attention to detail
- Well-developed customer service and problem solving skills
- Very good computer skills, communication skills and interpersonal skills

- Excellent organisational 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 sports administration, sports programming and/or sports events is advantageous
- 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.