

# Workforce Assistant Intern

**UniSport Australia** is seeking a person to fill the role of Workforce Assistant intern to be a part of the 2024 Nationals – Canberra event delivery team. This is an internship opportunity at our Canberra, Brisbane or Gold Coast office and will offer work experience leading up to the 2024 UniSport Nationals – Canberra Coast event. Find out more about the event here: [www.unisport.com.au/nationals](http://www.unisport.com.au/nationals).

As part of this internship, you will get hands on work experience in the areas of:

- Supporting the implementation of the UniSport Workforce Management Plan.
- Assisting the promotion of opportunities and recruitment of volunteers and workforce.
- Supporting the scheduling and rostering of all volunteers.
- Supporting in the volunteering training program including induction, role specific and venue specific training.
- Helping with the collation of individual information and distribution of uniform to the Workforce.
- Working alongside the Workforce Coordinator to implement the Workforce Catering Plan.
- Support the administration and update of the workforce database, ensuring accuracy and privacy.
- Assisting in developing and delivering a Workforce reward and recognition program.
- Communicating with competition managers at venues.
- Assisting in ensuring Workforce welfare throughout the event period.
- Ensuring the Workforce experience at UniSport Nationals is memorable and enjoyable.

Is this role for you? The Workforce Assistant internship would suit a person studying in the field of sport management, event management or someone who has an interest in volunteer management.

## We are looking for someone who:

- ✓ Can remain calm under pressure while balancing several tasks at any one time.
- ✓ Has excellent written, verbal, and organisational skills.
- ✓ Is confident in communicating with a wide variety of people.
- ✓ Prides themselves on their ability to prioritise and meet deadlines and manage expectations.
- ✓ Competent using Microsoft Office.
- ✓ Has initiative.
- ✓ Can contribute to a wider team working towards common goals.
- ✓ Is enthusiastic and motivated.
- ✓ Has well developed customer service and problem-solving skills.
- ✓ Can exercise judgment and work without supervision.
- ✓ Is friendly and approachable.

## Key information:

- Position duration is from July or August 2024 to October 2024, or as negotiated.
- This role requires one or two days per week for the duration of the internship as well as Full Time availability across event delivery periods. Arrangements will be made to accommodate study commitments, exams, work, and holidays.
- The role may require full attendance for the set up and event period of UniSport Nationals – Canberra.
- The role may involve lifting and shifting of equipment such as signage, boxes, and tables.
- A full induction to UniSport, on the job training and event uniforms are provided.

**How to apply:**

Read the position description in full and learn more about [UniSport Australia via our website](#).

Prepare your application – applications must include:

- A cover letter introducing yourself and providing an overview of your current study and work experience interest.
- CV/resume including the names and contact details of two references.

Submit your application in a [single PDF](#) document to [volunteer.coordinator@unisport.com.au](mailto:volunteer.coordinator@unisport.com.au)

Applications and interviews will be accepted and scheduled on a rolling basis until the position/s is filled.

**Further information:**

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