

# Nationals HQ Volunteer (administration)

## Position Description

**UniSport Australia** is seeking HQ Volunteers to be part of 2022 UniSport Nationals taking place in Perth from 24-30 September 2022. The HQ Volunteers are vital to the pre-event preparation phase of Nationals, will support the set up and administration processes of Nationals HQ and support the administration processes throughout the event. They will work closely with the Nationals staff team to ensure the event is prepared and ready for the arrival of the teams and participants and that all administrative functions are complete throughout the event.

### Your key tasks and responsibilities will involve:

#### Pre-event

- Supporting the set up and bump in of Nationals HQ
- Support the registrations manager with accreditation checking and packing processes
- Support the accreditation collection process (where required)
- Carry out medal packing process (per sport/per competition)
- Pre-population of sport score sheets (where required)
- Random 'pre-event things' that pop up and require help

#### During event

- Results checking
  - Use FuseSport to perform final checks of competition results each day
- Support the sport end of day process by:
  - Collating all results sheets in game order for all competitions
  - Scanning and saving of results sheets
  - Collating volunteer sign in sheets and recording overall volunteer attendance
  - Support the registrations manager with forfeit processes
- Supporting the administration of replacement accreditation processes
- Be willing to answer the Nationals HQ phone and field event enquiries
- General tasks as required

**Is this role for you?** The HQ volunteer roles would suit people with experience in administration and a 'can do' attitude to jump in and help where needed. Accreditation experience not essential. The role would be great for anyone looking to increase their event experience and an interest in sport event management.

### We are looking for someone who:

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| ✓ Excellent written and verbal communication skills   | ✓ Well-developed customer service and problem-solving skills    |
| ✓ Experience in dealing with a wide variety of people | ✓ Confident in answering phone calls and dealing with questions |
| ✓ Ability to work as part of a team                   | ✓ A friendly and approachable manner                            |
| ✓ Enthusiastic and motivated approach                 |   |

- ✓ Attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- ✓ Attend shifts allocated to you during the Nationals event
- ✓ Wear the event uniform as required and be neatly groomed at all times
- ✓ Conduct self in a professional manner by being punctual and reliable
- ✓ Be an unbiased non-competitor in the event

**Key information:**

- This is a pre-event and event time role requiring availability for 2022 Nationals-Perth
- Shifts will be available from the 19 September – 3 October
- The role may involve some lifting and shifting of equipment such as signage, boxes and tables
- No accommodation or travel expenses will be covered
- A full induction to UniSport, training, uniform and meals (when on shift) will be provided
- A minimum of 5 shifts will need to be committed to for this role

**How to apply:**

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 event (minimum of 5 shifts over the 7 days)
3. Register via our website: [www.unisport.com.au/volunteer](http://www.unisport.com.au/volunteer)

