

# Operations Crew Volunteer

## Position Description

**UniSport Australia** is seeking Operations Crew volunteers to be part of 2024 UniSport Nationals taking place in the Canberra from 7-13 September 2024. Operations Crew volunteers are the 'duct tape that holds the event together' and are vital to the pre-event preparation, delivery, and pack down of the event. Operations Crew volunteers will work to ensure that all venue and sport signage and equipment needs are prepped, distributed, and completed. This includes bump in and bump out of venues. To be considered for this role you must have a valid driving license and be comfortable with manual handling.

### Your key tasks and responsibilities will involve:

#### Pre-event

- Support the set up and bump in of Nationals HQ
- Preparation and sorting of venue signage and equipment ready for distribution
- Packing of sport equipment boxes
- Distribution of sport and venue equipment
- Bump in and out of sports venues, including set up of signage as per venue layout plans
- Helping the monitoring and tracking of equipment as it is distributed
- Support the distribution of event medals, pennants and trophies

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

### We are looking for someone who:

- ✓ Excellent communication skills
- ✓ Ability to work as part of a team
- ✓ Enthusiastic and motivated approach
- ✓ Well-developed customer service and problem-solving skills
- ✓ A friendly and approachable manner
- ✓ 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

**Key information:**

- This is a pre-event, event time and post-event role requiring availability for 2024 Nationals- Canberra
- Shifts will be available from the 2 - 15 September
- The role will involve some lifting and shifting of equipment such as signage, marquees 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 3 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 3 shifts)
3. Register via our website: [www.unisport.com.au/volunteer](http://www.unisport.com.au/volunteer)

If you require further information, please contact [Volunteer.Coordinator@unisport.com.au](mailto:Volunteer.Coordinator@unisport.com.au)

