

# Event Crew- Team Leader

## Position Description

**UniSport Australia** is seeking Event Crew Team Leader volunteers to be part of 2022 UniSport Nationals taking place in Perth from 24-30 September 2022. Event Crew Team Leaders are a senior volunteer role that will support the competition management teams and event staff across all sporting and special event venues to ensure that all event procedures are completed. They will also help to coordinate the teams of volunteers at the venue/sport they are assigned to.

### Your key tasks and responsibilities will involve:

- Leading volunteer check in/out at your assigned venue/sport
- Support the competition management team in the set up and pack down for your assigned sport/venue each day, including:
  - Signage, shade, water, sporting equipment, accreditation stations, competition management area and medal presentations.
- Oversee the accreditation check in area(s)
- Conducting, and assisting with competitor accreditation throughout the event
- Assisting with scoring and timekeeping duties and online results entry where required
- Coordinating collection of results sheets from each field of play
- Assisting in tracking sport equipment i.e., ensuring balls are all returned after each game
- Supporting the competition management team with the coordination of volunteers
- Coordinator volunteer lunch breaks and position rotations throughout the day
- Other duties as required

**Is this role for you?** Event Crew Team Leader roles would suit people with experience in sports events and leading teams as well as those looking to increase their event experience and an interest in sport event management.

### We are looking for someone who:

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| <ul style="list-style-type: none"> <li>✓ Excellent written and verbal communication skills</li> <li>✓ Experience in dealing with a wide variety of people</li> <li>✓ Ability to work as part of a team</li> <li>✓ Enthusiastic and motivated approach</li> <li>✓ Well-developed customer service and problem-solving skills</li> <li>✓ Exercise judgment and work without supervision</li> <li>✓ A friendly and approachable manner</li> </ul> | <ul style="list-style-type: none"> <li>✓ Attend compulsory training sessions to ensure that you are familiar with event policies and procedures</li> <li>✓ Attend shifts allocated to you during the Nationals event</li> <li>✓ Wear the event uniform as required and be neatly groomed at all times</li> <li>✓ Conduct self in a professional manner by being punctual and reliable</li> <li>✓ Be an unbiased non-competitor in the event</li> </ul> |
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**Key information:**

- This is an event time role requiring availability for 2022 Nationals-Perth
- The role involves lifting and shifting of equipment such as signage, marquees, boxes and tables
- Some roles may involve standing for long periods of time
- 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
- Attendance at Event Crew Team Leader training is essential

**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)

