

## **Volunteers Coordinator Assistant**

**Responsible to:** Volunteers Coordinator

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### **Tasks:**

- Provide assistance with the recruitment, training and management of volunteers, as required.
- Ensure the smooth operation of the Volunteers' Green Room.
- Assist with administrative tasks, relating to the management of volunteers.
- Respond to enquiries from the public and Festival guests.
- Acquire a sound knowledge of the Festival program, participating writers, and venues.
- Other duties as directed by the FOH, Chief Operating Officer and Artistic Director/CEO.

### **Times and days the job is available:**

- Pre-Festival: June – September, hours are flexible, approximately two days per week
- Various hours during the Festival: 1 September – 10 September 2010

### **Skills/qualifications required for this job:**

- Previous experience in event management or in working with volunteers.
- Good oral and written communication skills.
- Strong organisational and interpersonal skills.
- Good people management skills.
- Ability to respond independently and promptly to enquiries and issues that arise.
- Basic knowledge of Microsoft Word and Excel.
- Ability to coordinate multiple tasks, prioritise time, and work within deadlines.
- Ability to adapt to working individually and within a team environment.
- (Commission for Children and Young People and Child Guardian) Blue Card **OR** Police Card **OR** 100 points of ID.
- 2 referees.

### **Characteristics required of volunteer:**

- Confident
- Enthusiastic
- Team player

### **Skills/benefits to be gained by doing this job:**

- Networking in arts industry
- Knowledge of the administration and organisation of an international event.
- Certificate of Participation.
- T-shirt.

### **Job training:**

- BWF induction and training is mandatory.