



SIRR VOLUNTEER POSITION DESCRIPTION

Title: Print and Distribution Coordinator

Reports to: RA Technology Manager (Chris Grummitt)

Start Date: 27 March 2017

End Date: 2 April 2017

Purpose of Role: Being responsible for the maintenance of the high-end printer and ensuring all printing needs during the competition are met.

Key Areas of Responsibility:

- Use and maintain a high-end printer. Monitor ink, paper and toner levels.
- Plan and ensure printing needs of each department are met during the competition.
- Being responsible for the correct distribution of print material between all coordinators, staff and team leaders.
- Plan and maintain stock (cartridges, paper, toner)

Requirement:

- Responsible and resourceful
- Ability to be proactive with good planning skills
- Ability to work closely with other team members is essential.
- Reliable and committed

This role is required to complete a minimum of 4 shifts for the event but ideally for the entire week. Please [contact us](#) if you wish to discuss this.

Volunteer Benefits

- Free shuttle from and to the Sydney International Regatta Centre and train station
- Official volunteer uniform including shirt, cap, drink bottle and bag
- Food and drink during your shift
- The experience of volunteering at an amazing event
- Opportunity to chat with international athletes
- Opportunity to view quality racing and see Australia's 2016 Olympians in action!
- Free parking on duty days
- Thank you function (Sunday 2nd April)
- Volunteer Certificate/Reference Letter as required

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