



SIRR VOLUNTEER POSITION DESCRIPTION

Title: Site Office Assistant

Reports to: Site Office Coordinator

Start Date: 27 March 2017

End Date: 2 April 2017

Purpose of Role:

The Site Office Assistant is a voluntary position staffing the Site Office and being the first point of contact for Volunteers and Service Providers.

This is a great position to gain an in depth understanding of event management.

Key Areas of Responsibility:

- Assist in procedures for logging on and off site all volunteers and service providers
- Assist volunteers to know where they have to go to at the start of their shift
- Hand out Volunteer uniforms to those that could not pick them up prior to the event
- Use radio to liaise with a diverse number of functions to deal with queries as and when they arise
- Support the Site Office Coordinator in any other way required.

Requirement:

- Site Office Assistants need to be able to maintain good humour and be polite while on duty.
- Proactive and Flexible
- Ideally available for the whole week

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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