

Volunteer Position Description

Position Title:

- **Special Events Volunteer**

Assist staff to coordinate special events by being reliable, fun, and creative

This position is well suited for outgoing personalities who are adept at interacting with the public and are not afraid of initiating conversation with individuals.

Volunteers should be friendly and welcoming to all visitors.

University Area:

- **The special event may take place in any of the 5 locations, but volunteers are welcome to nominate preferred areas -**

North Terrace

National Wine Centre

Thebarton Campus

Waite Campus

Description and purpose of the job:

- **Open to people who might like to volunteer but do not have the time on a regular basis to do so. For example -**

Schools program open day in October at historic Urrbrae House

http://www.waite.adelaide.edu.au/urrbraehouse/schools_program/

Annual Art Show, badge day, public lectures – Florey Foundation

<http://www.florey.adelaide.edu.au/>

Open Day at the University in August

Research Expo – Research Secretariat, Medical School

Volunteers may be required to dress in appropriate attire depending on the type of event.

Some events take place at night and on weekends.

Responsibilities:

- **Due to the size and scope of different events, duties will vary for each. *Volunteers may be asked to:***

- Set up and break down decorations, signage, tables, chairs, etc.
- Help with children's activities or workshops;
- Act as presence/Crowd Control;
- Distribute information at an event;
- Answering general visitor questions;
- Assist with clerical duties as necessary.

Specific duties to be undertaken:

- **On-the-job training as required.**
Volunteers may be required to attend an orientation session.

Personal attributes required:

- Good interpersonal skills
- Enthusiasm and commitment to excellence
- Team player
- Initiative

Knowledge, Skills and Abilities

- Excellent oral communication skills
- Must have an outgoing and friendly manner
- Well-organized
- Must possess a positive attitude

Experience

Previous experience working with the public is helpful, but not necessary.
Ages 15+.

Physical Demands

There may be some lifting, reaching, standing, and walking.

Special Requirements

Dress will be dependent on event. A police check may be required.

Time Frame

Flexible for daytime, evenings and weekends

BENEFITS TO THE VOLUNTEER

Affords the volunteer the opportunity to learn new skills, meet new people, have fun, and provide a public service.

Should this Volunteer position interest you please contact:

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