



VOLUNTEER POSITION DESCRIPTION

OPERATIONS INTERN

2017 Northern University Games

POSITION

Operations Intern

DEPARTMENT

Operations

LOCATION

Prior to the Games the role will be based at the NUG office and Games Centre: Student Rep Council office, CQ University, Rockhampton.

ABOUT AUSTRALIAN UNIVERSITY SPORT

Australian University Sport (AUS) is charged with the responsibility to facilitate national and international sporting opportunities on behalf of its member universities. The national sporting program includes a number of high quality national and regional sporting events, including, but not limited to:

- Australian University Games
- Australian University Championships
- Regional University Games (Northern, Eastern, Southern and Western)
- Regional University Championships

AUS is responsible for the planning and conduct of these sporting events on behalf of the university sporting community. AUS delivers the events in a professional manner whilst meeting the needs of students at member universities.

POSITION PURPOSE

The Operations, Catering and Transport Intern will work as part of a small team to deliver all operational components of the event. Areas of focus will include equipment, signage, venues, cleaning and waste, storage and security.

REPORTING / WORKING RELATIONSHIPS

The Operations, Catering and Transport Intern reports directly and has line management responsibility to the Event Coordinator.

The Operations Intern will also work closely with key event time personnel including:

- AUS staff working within the event
- Venue operators
- Event suppliers



KEY TASKS AND RESPONSIBILITIES

Prior to the event

- Assist in the coordination of operations requirements relevant to the event including venues, equipment and signage
- Assist in developing operation manual and procedures including inventory control
- Assist in developing equipment register/tracking document, signage register and other stock control systems
- Labelling and testing of equipment and signage
- Assist in developing venue layout plans for all Games venues ensuring the appropriate needs for each sport and sponsor are met
- Testing, labelling and allocating event radios

During the event

- Set up and pack down of venues
- Assist with the implementation of risk management and contingency procedures
- Tracking of equipment and signage
- Assist in the set up of operational control areas
- Management of event radios
- Coordination of event time food requirements

Post event

- Assist with bump out of all venues back to the event operations area
- Pack down of equipment and signage
- Provide recommendations on improving operational processes

KNOWLEDGE SKILLS AND EXPERIENCE

The Operations, Catering and Transport Intern role would suit a person studying in the field of event management or logistics. **NOTE: This role requires heavy lifting and moving.** Applicants will require strength and stamina.

Desirable attributes:

- Excellent organisational skills
- Experience in managing and dealing with a wide variety of people
- Ability to set up equipment such as tents, signage and sports equipment
- Excellent communication skills
- Sound computer skills

Personal attributes:

- Ability to work as part of a team
- Enthusiastic and motivated approach
- Well developed customer service and problem solving skills
- Ability to take the initiative
- Exercise judgment and work without supervision
- A friendly and approachable manner

Other requirements:

- Commit to at approx six hours per week in the Games office in the lead up to the event
- Attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- Attend the entire duration of the Games competition
- Wear the Games uniform as required
- Conduct self in a professional manner by being punctual, reliable and neatly groomed at all times
- Be an unbiased non competitor in the event
- Uphold AUS policies and guidelines



POSITION PARTICULARS

- Duration of position:** Mid April – mid July
- Number of hours:** It is anticipated that the Operations Intern will need to work at least one day per week (approx six hours) in the lead up to the event and full time during the event delivery period
- Training:** Induction will be provided upon appointment. On the job training will be provided over the time of your appointment.
- Applications close:** When position is filled (apply now!)
- Interviews:** TBA
- How to apply:** To apply for this position please follow these steps:
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 position
 3. Update your resume to no more than three pages
 4. Apply via email nug.coordinator@unisport.com.au

All applications will be acknowledged and successful candidates will be contacted for an interview.

FOR MORE INFORMATION

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The details within this position description may change at any time in the lead up to the 2017 Northern University Games. Volunteers will be notified of any changes to their position description, if and when they occur.

