



## VOLUNTEER POSITION DESCRIPTION

### GAMES TIME TEAM LEADER

#### 2017 Northern University Games

#### POSITION

Games Time Team Leader

**17 positions available (one per sport)**

#### DEPARTMENT

Sport

#### LOCATION

During the event, the role will be based at a specific sport venue.

#### 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 Games Time Team leader role based at sport venues to ensure that administrative processes are undertaken. The role will be responsible for directing sport volunteers and assisting the competition management team.

#### REPORTING / WORKING RELATIONSHIPS

The Games Time Team Leader reports directly and has line management responsibility to the Competition Manager and Sport Liaison Officer (SLO). Ultimately they report to the Event Coordinator.

The Games Time Team Leader will also work closely with key event time personnel including:

- AUS staff working within the event
- Competition managers and sport volunteers

#### KEY TASKS AND RESPONSIBILITIES – during the event

##### Sport

- Attend the final Competition Manager training session to meet the competition management team and other key sport volunteers
- Attend sport specific meetings the day prior to competition (if held)
- Collection of score cards and transfer of results onto summary of results sheets
- Transmission of results at required time to the results centre
- Update draws and ladders at the venue based on results on a regular basis
- Liaise with team captains as directed by the Competition Manager
- Assist the Competition Manager in duties where required

##### Administration

- Implement the daily accreditation process and ensure teams are checked off before every game
- Ensure PUP (Player Under Protest) procedures are followed
- Ensure the sport folder is completed for the Competition Manager and all forms and other relevant documentation are complete ready for the end of day process



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### **Operations**

- Assist with venue set up and pack down including set up and pack down of sporting equipment
- Assist in tracking sport equipment ie: ensuring footballs are all returned after each game

### **Media**

- SMS or phone through game highlights, key story leads, and live results to the media centre as they arise – these will then be posted on Facebook and twitter feeds

## **KNOWLEDGE SKILLS AND EXPERIENCE**

The Games Time Team Leader role would suit a person with an interest in sporting competitions.

### **Desirable attributes:**

- Excellent written and verbal communication skills
- Experience in dealing with a wide variety of people
- Willingness to learn to use a two way radio

### **Personal attributes:**

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

### **Other requirements:**

- Attend compulsory training sessions to ensure that you are familiar with event policies and procedures
- Attend each day of the 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**



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- Duration of position:** This is a Games time only role (Monday 26 June – Friday 7 July 2017)
- Number of hours:** It is anticipated that the Games Time Team Leader will need to work at approximately 30 hours over the two week Games delivery period.
- Training:** Induction and training will occur within one month prior to the start of the Games.
- Applications close:** Friday, 30th June, 2017
- Interviews:** N/A
- 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](mailto: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.*



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