



## Parking Assistant Volunteer

### Role:

To be present and monitor the restricted parking areas designated for programmed activities and support the Site Manager in delivering a successful event for the City of Greater Bendigo.

### Location:

- Lake Weeroona

### Volunteer Attributes:

- Excellent interpersonal skills
- Experience in customer service
- Ability to volunteer as part of a highly committed and vibrant team
- Passion for the Bendigo Easter Festival and Bendigo

### Duties:

- To be present and monitor parking areas set aside for VIPs, vendors, disabled and for specifically closed off areas
- Ensure there is clear emergency vehicle access if required and assist with traffic management
- Direct visitors to sites of other events, including associated Easter events
- Direct visitors to the Visitor Information Centre for information regarding other attractions around Bendigo and accommodation
- Other duties as directed by Site Manager – this may include acting as a roving reliever
- To observe Occupational Health and Safety standards at all times
- Be alert to potential hazards within the event zone and report any concerns to the Site Manager
- Record all concerns, documents, observations etcetera in the form provided at the Operations Room for review purposes

### Times Required: subject to change

DAYS	THURSDAY	FRIDAY
TIMES	12:00 - 14:00	06:00 - 10:00

140<sup>TH</sup> BENDIGO  
EASTER  
FESTIVAL

2 - 5 APRIL 2010



**Other Information**

A uniform will be supplied and it is expected that it will be worn during the event. To compliment the uniform it is strongly suggested to wear dark pants and enclosed flat shoes.

