



We Built This City Assistant Volunteer

Role:

To assist with the preparation, operation and disassembly of boxes for the “We Built This City” site activities. Assisting the general public to participate in the activity, complete surveys and support the Stage Manager in delivering a successful event for the City of Greater Bendigo. This activity is aimed towards children and families and volunteers may be required to interact with children.

Location:

- This position will be based at the end of Williamson Street, next to the Visitor Information Centre

Volunteer Attributes:

- Excellent interpersonal skills, especially in communicating with children and families
- Experience in customer service
- Ability to volunteer as part of a highly committed and vibrant team
- Passion for the Bendigo Easter Festival and Bendigo
- Prepared for some manual and physical work

Duties:

- Unpack, assemble (using packing tape) and stack boxes, which requires bending and manual labour
- Disassemble boxes and flat pack them, requiring bending and manual labour
- Welcome and assist participants at the entrance to the site, providing information regarding the activity
- Encourage participants at the exit of the activity to complete surveys
- Maintain site perimeter, removing boxes and repairing them when required
- Other duties as directed by the Stage Manager
- 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
- Record all concerns, documents, observations etcetera in the form provided at the Operations Room for review purposes
- To observe Occupational Health and Safety standards at all times

140TH BENDIGO EASTER FESTIVAL

2 - 5 APRIL 2010



Times Required: subject to change

DAYS	SATURDAY	SUNDAY	MONDAY
TIMES	09:00 – 16:00	08:00 – 17:00	9:30 – 17:00

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

IMPORTANT NOTICE:

Mandatory Requirement - Working With Children Check

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

Some roles for the Bendigo Easter Festival are specifically linked with working with children and so a WWC Check will be required. To apply for your WWC Check please contact your local Australia Post outlet for the appropriate application form.

There is no cost to you as it is free for volunteers.

For further information, please visit website: www.justice.vic.gov.au/workingwithchildren

