



Workforce Assistant

The Workforce Assistant is responsible for assisting with workforce services for all event personnel such as staff, volunteers and contractors during their rostered shifts for the event.

Date/Time:	Saturday 10 September	8:00am – 5:00pm *
	Sunday 11 September	6:30am – 5:00pm *
* These are approximate times of operation. A roster will confirm shift times		
Check-in Location:	Mantra Lorne, Mountjoy Parade	
Location:	Mantra Lorne	

Responsibilities:

- Perform accreditation and uniform distribution
- Facilitate the check-in and check-out, and meal distribution processes
- Distribute volunteer recognition items
- Answer any general enquiries
- Maintain the Workforce spaces (i.e. check-in/out and break areas)
- Escalate any issues or concerns
- Support the Workforce Manager in other duties as required such as volunteer redeployment, volunteer roster changes, and volunteer absenteeism

Skills Required:

- Ability to follow directions and work in a team environment, whilst thinking clearly and acting responsibly
- Excellent customer service and communication skills
- A friendly and approachable demeanour
- Ability to work in a stressful environment and to think clearly
- Ability to motivate others

Reporting lines: Workforce Assistant > Workforce Manager

Physical activity: Low

Orientation & Training:

- All relevant event and position information will be emailed prior to the event
- Any training will be conducted on-site training with the Registration Manager and Volunteer Coordinator

Benefits

- Training
- Workforce kit
- Public Liability Insurance
- Rewards and Recognition
- Certificate of appreciation
- Meals *
- Optional shift allowance of \$50.00 **

* Meal entitlement is subject to shift length

** Shift allowance is subject to shift length and to cover part of your out of pocket expense or can be used for donation/fundraising