

BWF Wednesday 6 – Sunday 10 September 2016

VOLUNTEER POSITION DESCRIPTION

<b>Job Title:</b>	<b>Festival Friends Ambassador</b>
<b>Department:</b>	Development & Sales
<b>Positions Available:</b>	6
<b>Position Description:</b>	Manages membership registration and filing system for new and renewing members; Issues temporary membership cards. Respond to patron enquiries about BWF Memberships. Processes payment of membership fees via cash, EFTPOS and credit card. Provides new or renewing members with a complimentary goody bag.
<b>Experience Required:</b>	A good understanding of the BWF program. Prior administration, financial reconciliation and customer service/sales experience desirable. Confidence, energy and enthusiasm to promote BWF memberships to our patrons.
<b>Responsible to:</b>	Development Team
<b>Start Date:</b>	6-Sep
<b>Finish Date:</b>	10-Sep
<b>Daily Hours/Shifts:</b>	Volunteers will be required to work one of two daily 5-hour shifts, commencing either early morning or mid-afternoon, for a maximum of 20 hours over the festival.
<b>Required post-festival:</b>	No