

BWF 6-10 September 2017

VOLUNTEER POSITION DESCRIPTION

Job Title:	Volunteer Coordinator Assistant
Department:	Volunteer
Positions Available:	2
Position Description:	Assist the Volunteer Coordinator with the day to day running on site of volunteers. Maintaining schedule updates and revisions as required. Coordinating staffing changeovers, sign in and briefings as directed.
Experience Required:	Strong organisational and people skills. Prior knowledge or experience of the Brisbane Writers Festival. Proficient experience with the Microsoft Office Suite. Excellent written and verbal communication. Ability to respond to enquiries and issues that arise in a calm and efficient manner. Ability to show a sense of initiative and self-management whilst working within a team environment. All candidates will be expected to have a good level of English and develop a strong understanding of the BWF program, the participants and the festival venues.
Responsible to:	Volunteer Coordinator
Start Date:	6 September
Finish Date:	10 September
Daily Hours/Shifts:	Volunteers will be required to work one of two daily 6-hour shifts, commencing either early morning or mid-afternoon, for a maximum of 30 hours over the festival. Some evening shifts may be required.
Required post-festival:	No