

VOLUNTEER JOB DESCRIPTIONS

The following volunteer jobs are available. Should you be interested in a particular role, complete the attached Registration Form and Fax/return to the Applause Office by Friday 8th September.

Please feel free to speak with Glenys or Steve should you require further information in relation to any roles that may be of interest.

General Volunteering Duties:

Applause 2006 Event Volunteer: All positions

Key Coordination Roles:

Volunteer Coordinator: Steve Hooppell 0428855570 (prior to day)
Angie Hooppell (on the day)

Performer Registration Coordinator: Natasha Cody

Judging Coordinator: Susan Smith

Information Desk Coordinator: 1 required (4-hour commitment)

Performance Change/Storage Area: 2 required (4-hour commitment)

Block Coordinators: 8 required (5-hour commitment)

General Volunteer and Support Roles:

Performer Registration Volunteers: 6 required (3-hour commitment)

Performance Judges: 16 required (3-hour commitment)

Information Desk Volunteers: 2 required (3-hour commitment)

Pavement Art - Site Coordinators: 2 required (4-hour commitment)

Set Up Volunteer: 8 required (3-hour commitment)

Roving Volunteer: 15 required (3-hour commitment)

Pack Up Volunteer (Busking): 4 required (3-hour commitment)

Pack Up Volunteer (Final Concert): 4 required (2-hour commitment)

Pre-Event (Preparation) Volunteer: Flexible : various opportunities exist

General Volunteering Duties:

VOLUNTEER JOB DESCRIPTION - GENERAL (ALL ROLES)	
<i>Albury Central Inc. Applause Festival 2006</i>	
JOB TITLE:	Applause 2006 Event Volunteer
RESPONSIBLE TO:	<ul style="list-style-type: none"> • Applause Event Coordinator • Volunteer Coordinator
LOCATION:	Albury Central Business District / QEII Square
DATE & TIME:	Saturday 21 st October 2006 (hours as negotiated)
POSITION OBJECTIVE:	To assist in the provision of a community street theatre and buskers event.
ACTIVITIES AND TASKS:	<ul style="list-style-type: none"> • assist the Event Coordinator & Volunteer Coordinator as directed to deliver the festival. • follow directions as given to effectively carry out tasks. • present a positive image of Albury Central Inc & the Applause Festival at all times. • respect other volunteers and performers. • provide assistance to performers. • provide assistance to the public.
LIAISONS:	<ul style="list-style-type: none"> • Event Coordinator • Volunteer Coordinator • Volunteers • Performers • Audience Members • General Public
ATTRIBUTES	<ul style="list-style-type: none"> • able to relate well to others and follow directions • a positive attitude and prepared to promote the festival, and support the Coordinator and other team members. • trustworthy and a reliable team member. • have an understanding of safe work practices. • a desire to meet people of all ages and backgrounds • a non-judgmental attitude
SELECTION CRITERIA:	<ul style="list-style-type: none"> • a genuine interest in the Festival • availability for a minimum of 3 hours on the day • flexibility and comfort in taking on role(s) as required • trustworthy and reliable • ability to work unsupervised and as part of a team • absence of a criminal record • agreement to undergo a police check
ORIENTATION AND TRAINING:	An induction session will be held on a date to be determined to familiarise volunteers with their roles.
REWARDS:	<ul style="list-style-type: none"> • Increased knowledge of community networks • Meeting people • Future work experience/references.
THE WORKING ENVIRONMENT:	<ul style="list-style-type: none"> • Work independently and as part of a team • Work as an integral part of a small group • Work in a busy environment • Comfortable shoes, neat casual attire and sun protection required.

Key Coordination Roles Available:

SPECIFIC DUTIES: Information Desk Coordinator Albury Central Inc. Applause Festival 2006	
JOB TITLE:	Information Desk Coordinator (2)
RESPONSIBLE TO:	Volunteer Coordinator
LOCATION:	Information Desk / Booth – QEII Square
DATE & TIME:	Saturday 21 st October 2006 8am – 12noon (1) or 12noon – 4pm (1)
POSITION OBJECTIVE:	Overall supervision of information desk activities
SUPERVISES	Information Desk Volunteers (3)
ACTIVITIES AND TASKS:	<ul style="list-style-type: none"> • Set up information desk • Work with information desk volunteers • Assist general public & volunteers as required • Assist festival staff & volunteers as required • Pack up information desk

SPECIFIC DUTIES: Performance Change / Storage Area Coordinator Albury Central Inc. Applause Festival 2006	
JOB TITLE:	Performance Change Room / Storage Area Coordinator (2)
RESPONSIBLE TO:	Volunteer Coordinator
LOCATION:	Performance Change Room / Storage Area – QEII Square
DATE & TIME:	Saturday 21 st October 2006 9am – 1pm or 1pm – 4pm
POSITION OBJECTIVE:	Ensure security and safety of performers equipment and other tasks as directed
ACTIVITIES AND TASKS:	<ul style="list-style-type: none"> • follow directions as given to effectively carry out tasks. • Report to Volunteer Coordinator, Steve Hooppell at Booth in QEII Square at least 20 minutes prior to rostered time • Check performers equipment IN & OUT • Obtain signatures & phone numbers upon check in/out • Note: Police Check Required

SPECIFIC DUTIES: Block Coordinators – 4 Performance ‘Blocks’ Albury Central Inc. Applause Festival 2006	
JOB TITLE:	Block Coordinator (8)
RESPONSIBLE TO:	<ul style="list-style-type: none"> • Event Coordinator • Volunteer Coordinator
LOCATION:	Albury Central Business District / QEII Square
DATE & TIME:	Saturday 21 st October 2006 8am – 1pm or 1pm – 6pm
POSITION OBJECTIVE:	Overall supervision of block activities (4 locations)
SUPERVISES	Roving Volunteers as required
ACTIVITIES AND TASKS:	<ul style="list-style-type: none"> • Liaise with Volunteer Coordinator & Event Coordinator as required via walky talky &/or mobile phone • Assist “set up” and “end of day” activities • Coordinate roving volunteers as required

General Volunteer and Support Roles Available:

SPECIFIC DUTIES: Performer Registration Volunteer Albury Central Inc. Applause Festival 2006	
JOB TITLE:	General Volunteer: Performer Registration (6)
RESPONSIBLE TO:	Performance Coordinator
LOCATION:	Performer Registration Booth
DATE & TIME:	Saturday 21 st October 2006 9am – 12noon (3) or 12noon – 4pm (3)
POSITION OBJECTIVE:	Assist with registering performers
ACTIVITIES AND TASKS:	<ul style="list-style-type: none"> • Report to Booth Coordinator at least 20 minutes before rostered time • Provide assistance in registering performers as required

SPECIFIC DUTIES: Performance Judge Albury Central Inc. Applause Festival 2006	
JOB TITLE:	Performance Judge (16)
RESPONSIBLE TO:	Judging Coordinator
LOCATION:	Performance Judging Booth – Dean Street, QEII Square
DATE & TIME:	Saturday 21 st October 2006 10am – 1pm or 1pm – 4pm
POSITION OBJECTIVE:	Assist the Judging Coordinator in judging performance acts and other tasks as directed
ACTIVITIES AND TASKS:	<ul style="list-style-type: none"> • follow directions as given to effectively carry out tasks. • Report to Judging Coordinator at Booth in QEII Square at least 20 minutes prior to rostered time • Collect judging sheets & program • Judge allocated acts • Return sheets to judging coordinator

SPECIFIC DUTIES: Information Desk Volunteer Albury Central Inc. Applause Festival 2006	
JOB TITLE:	General Volunteer: Information Booth (6)
RESPONSIBLE TO:	Information Desk Coordinator
LOCATION:	Information Booth
DATE & TIME:	Saturday 21 st October 2006 9am – 12noon (3) or 12noon – 4pm (3)
POSITION OBJECTIVE:	Assist with information enquiries
ACTIVITIES AND TASKS:	<ul style="list-style-type: none"> • Report to Booth Coordinator at least 20 minutes before rostered time • Provide assistance as required

SPECIFIC DUTIES: Pavement Art - Site Coordinator	
Albury Central Inc. Applause Festival 2006	
JOB TITLE:	Pavement Art Site Coordinator (2)
RESPONSIBLE TO:	Volunteer Coordinator
LOCATION:	Olive Street
DATE & TIME:	Saturday 21 st October 2006 9am – 1pm or 1pm – 4pm
POSITION OBJECTIVE:	Overall supervision of pavement art activities
ACTIVITIES AND TASKS:	<ul style="list-style-type: none"> • Report to Volunteer Coordinator at Booth in QEII Square, at least 20 minutes prior to rostered time • Set up area & define space with chalk • Check appropriateness of chalkings

SPECIFIC DUTIES: Set Up Volunteer	
Albury Central Inc. Applause Festival 2006	
JOB TITLE:	General Volunteer: Set Up (8)
RESPONSIBLE TO:	<ul style="list-style-type: none"> • Volunteer Coordinator • Block Coordinator(s)
LOCATION:	Albury Central Business District / QEII Square
DATE & TIME:	Saturday 21 st October 2006 7am – 10am
POSITION OBJECTIVE:	Assist in the set up of the Festival Site
ACTIVITIES AND TASKS:	<p>Activities include but not limited to:</p> <ul style="list-style-type: none"> • Blowing up balloons and tying to light poles • Establishing “performance sites” • Hanging banners • Setting up information booth, registration booth

SPECIFIC DUTIES: Roving Volunteer	
Albury Central Inc. Applause Festival 2006	
JOB TITLE:	General Volunteer: Roving (15)
RESPONSIBLE TO:	Volunteer Coordinator
LOCATION:	Albury Central Business District / QEII Square
DATE & TIME:	Saturday 21 st October 2006 9am – 12noon (5) 12noon – 3pm (5) 3pm-6pm (5)
POSITION OBJECTIVE:	Provide assistance and breaks for coordinators as required
ACTIVITIES AND TASKS:	<ul style="list-style-type: none"> • Report to Volunteer Coordinator @ QEII booth 20 minutes before rostered time • Assist block coordinators as required • Assist general public as required • Provide breaks to coordinators as required

SPECIFIC DUTIES: Pack Up Volunteer (Busking)

Albury Central Inc. Applause Festival 2006

JOB TITLE:	General Volunteer: Pack Up Busking (4)
RESPONSIBLE TO:	<ul style="list-style-type: none">• Volunteer Coordinator• Block Coordinator(s)
LOCATION:	Albury Central Business District / QEII Square
DATE & TIME:	Saturday 21 st October 2006 3pm-6pm (4)
POSITION OBJECTIVE:	Assist with packing up of the Festival Site at the end of busking activities
ACTIVITIES AND TASKS:	<ul style="list-style-type: none">• Report to Volunteer Coordinator @ QEII booth 20 minutes before rostered time• Provide assistance as required

SPECIFIC DUTIES: Pack Up Volunteer (Final Concert)

Albury Central Inc. Applause Festival 2006

JOB TITLE:	General Volunteer: Pack Up Final Concert (4)
RESPONSIBLE TO:	Event Coordinator
LOCATION:	QEII Square
DATE & TIME:	Saturday 21 st October 2006 6pm-8pm (4)
POSITION OBJECTIVE:	Assist with packing up of the Final Applause Concert Site at the end of Concert
ACTIVITIES AND TASKS:	<ul style="list-style-type: none">• Report to Event Coordinator 20 minutes before rostered time• Provide assistance as required

SPECIFIC DUTIES: Pre-Event (Preparation) Volunteer

Albury Central Inc. Applause Festival 2006

JOB TITLE:	General Volunteer: Pre-Event (various)
RESPONSIBLE TO:	Event Coordinator
LOCATION:	Applause Event Office, Macauley Street
DATE & TIME:	Various prior to Saturday 21 st October 2006
POSITION OBJECTIVE:	Assist with preparing for the Applause Festival. For volunteers who would like to assist prior to the Event.
ACTIVITIES AND TASKS:	<ul style="list-style-type: none">• Collating judging packs• Preparing Volunteer badges• Performer badges• Collating performer packs• Screen printing project• Time & duties to be identified as required



VOLUNTEER REGISTRATION FORM

Private & Confidential



Complete and Fax / Return this form to the Applause Festival Office
by COB **Friday 8th September**. Fax: 6021 6373

DATE:

Family Name	<input type="text"/>	Given Name(s)	<input type="text"/>
Postal Address	<input type="text"/>		
Contact Number(s)	<input type="text"/>	<input type="text"/>	<input type="text"/>
Emergency:			
Email:	<input type="text"/>	Contact on Day:	<input type="text"/>

Volunteer Position(s) Applying for: Information Desk Coordinator Performance Change/Storage Area Coordinator
(please ✓ relevant box(es))

Time(s) Available:
(please list)

- Block Coordinator
- Pavement Art - Site Coordinator
- Information Desk
- Set Up
- Performer Registration
- Performance Judge
- Roving
- Pack Up (Busking)
- Pack Up (Final Concert)
- Pre-Event (Preparation)

Please outline any prior Experience and/ or Skills you may have:

Please list names of 2 Referees (who have known you for a minimum of 2 years)

Name 1	<input type="text"/>	Phone	<input type="text"/>
Name 2	<input type="text"/>	Phone	<input type="text"/>

Do you need support to Work? (eg Medical or Physical) Yes *(please detail)* No

Agreement:

I, _____ agree to Volunteer for Albury Central Inc. at the 2006 Applause Festival and to work within the guidelines set down in the Volunteer Information Pack.

I will complete all reasonable tasks asked of me diligently and to the best of my ability. As a representative of Albury Central Inc. and the Applause Festival I will conduct myself in an appropriate manner at all times and will adhere to safe work practices.

I will keep information given to me or that I am privy to over the course of the event confidential in accordance with the Privacy Act 1988.

I accept that to be a volunteer at this event that I will need to undergo a police check and I agree to this condition.

I accept that any breaches of the above agreement may result in my dismissal as a volunteer.

Signed:

Dated: