

VOLUNTEER POSITION DESCRIPTION



Position Title:	Event Support Crew Volunteer Festivals and Events
Directorate:	Community Services
Department:	Community Wellbeing
Location of Position:	Various locations in City of Greater Dandenong
Time commitment:	2-4 hours per event
Reports to:	The first line of support will Council's Festival and Events staff followed by the Volunteer Program

Objective

Enhance the delivery of Council's festivals and events by supporting staff with back of house support.

Program Overview (Annual Program of Council Events)

- Sunset Cinema, January – March, Harmony Square, Dandenong
- Australia Day Festival, 26 January, Dandenong Park
- Autumn Fest, April
- Springvale Snow Fest, July, Springvale
- Little Day Out, September
- Children's Festival, September – October
- New Year's Eve, 31 December, Harmony Square, Dandenong

Key responsibilities / event tasks (event dependent)

Bump In tasks: (setting up)

- Putting up signage
- Assisting the Site Manager
- Assisting setting up green rooms for performers
- Assistance setting up fireworks exclusion zone
- Assistance setting up the event activities
- Assisting the Stage Manager with the set up of the stage
- Assisting traffic marshalling and getting the stalls on/off site
- Distributing bins, etc.

During the event tasks:

- Area supervision/area warden activities
- Maintaining site presentation/cleanliness
- Support of event activities.

Bump Out tasks: (Packing up)

- Taking down barriers of the fireworks exclusion zone
- Dismantling the site
- Assisting traffic marshalling and getting the stalls off site
- Removing signage
- Cleaning the site, etc.

Skills, experience and other requirements

- Approachable
- Well groomed
- Excellent people skills
- Good listening skills
- Available to attend briefing sessions
- Able to work in outdoor noisy environments
- Punctual and reliable
- Good communication and observation skills
- Respect for our diverse community
- Respect in all interactions
- Ability to work as part of a team and independently
- Ability to take directions from staff
- Awareness of safety issues
- Maintain client and organisation confidentiality
- A minimum commitment of 3 months is preferred
- Satisfactory police check - at Council expense
- Current Working with Children Check – at no cost
- Complete all compulsory training requirements
- Adhere to the Occupational Health and Safety practices.

Occupational Health & Safety responsibilities

- Comply with Council's Occupational Health and Safety policies, procedures and legislative requirements relevant to the position
- Comply with Council's Workplace Behaviour Policy
- Comply with Council's Child Safe Standards
- Perform work in a safe and appropriate manner
- Take responsibility for your own safety and welfare
- Proactively report any incidents (near misses), injuries, hazards or unsafe work practices.

Organisational Requirements

- A committed volunteer, behaving in a manner consistent with personal and professional workplace standards as outlined in Council's Code of Conduct and other Council policies, procedures and guidelines.
- Make a positive contribution to Council and be mindful of the requirements outlined in the Victorian Charter of Human Rights in the provision of service delivery while respecting the rights of colleagues and customers at all times.
- Act respectfully, responsibly and be accountable for your actions.

- Adhere to Council's occupational health, safety and return to work (RTW) policies and procedures and participate in health and safety training programs and initiatives.
- Understanding of and ability to work with diversity within the workplace and community.
- Perform other duties as directed within the limits of acquired skills, knowledge and training.
- Manage Council records in accordance with the relevant Council policies and corporate requirements to protect personal information.
- The following general physical and functional requirements may apply to this position:
 - Manual handling tasks eg lifting and carrying
 - Prolonged periods of sitting / standing
 - Long / short distance travel.

The following general physical and functional requirements may apply to this position:

- Manual handling tasks eg lifting and carrying
- Prolonged periods of sitting / standing
- Long / short distance travel
- Getting in and out of a vehicle.

Volunteer Insurance

- Everyone is covered by Medicare.
- Many people have their own additional private cover and/or their pension benefits.
- In addition, Council has Personal Accident Insurance for registered volunteers who are between 16 and 90 years of age. Please note reduced cover for Covered Persons over age seventy five (75) years.
- Council's insurances do not cover individuals' private vehicles. We trust that volunteers' vehicles are comprehensively insured. Volunteers will be liable for any fines incurred whilst driving their own vehicle.

Additional information

- Animals and/or children cannot accompany volunteers.
- A current Victorian Driver's Licence is essential where you are required to drive a Council vehicle or your own vehicle. If required to drive your own vehicle, third party insurance is required and your insurance company is informed (fully comprehensive vehicle insurance is recommended).

Support/training

Your first line of support is the Event Volunteer Co-ordinator at the event, followed by the Event Coordinator and the Volunteer Program.

In addition, volunteers are offered access to a minimum of four training sessions throughout the year on a variety of topics which have been approved as applicable to volunteering roles within Council.

Two formal volunteer recognition events will be held annually.

All volunteers will be provided with a Position Description and name badge. You will also be supplied with a branded 'Event Crew' apparel to wear at each event.

Whilst representing Council at outdoor events you will be supplied with water, sunscreen and light refreshments.

Other comments

Any parking or speeding fines are the volunteer's responsibility.

A satisfactory police check is essential (Council will cover cost for this check).

In addition, you will be required to complete a Working with Children Check. There is no charge for having a Working with Children Check processed. The application is completed on-line via the Department of Justice website. Full instructions will be provided by Volunteer Program staff in advance.

Council Volunteer Program Contacts

Email: VolunteersProgram@cgd.vic.gov.au

Website: www.greaterdandenong.com

Phone numbers: 8571 5335 / 0408 579 587

Values

At the City of Greater Dandenong we have adopted a set of values we call 'REACH' which define who we are and how we interact with each other and our community. REACH stands for:

Respectful
Engaged
Accountable
Creative
Honest

GREATER DANDENONG AN ORGANISATION OF EXCEPTIONAL CHARACTER



- We **respect** and care about our community, each other and ourselves.
- We act with **integrity** at all times and in all matters.
- We take time to **listen** to and seek to understand the other point of view.
- We strive to understand and respect the **diversity** of our community and our workplace.
- We understand **our role** in the community and **respect** the responsibility that comes with it.



- We **listen** to our community and respond.
- We **work together** with our community and each other, to achieve the best outcome.
- We have the **confidence** to **challenge** the status quo, to reach for better outcomes.
- We are **action-oriented** in identifying and responding to new challenges.



- We are **proud** of our city, our community and our achievements.
- We spend our time and effort on **solutions** rather than looking for someone to blame.
- We take **responsibility** for our actions.



- We **care** about getting the best outcomes.
- We constantly ask: *What's the future and what's possible?*
- We have the **courage** to try new ideas.
- We strive for **excellence** in everything we do.



- We tell the **truth**, even when we know people may not want to hear it.
- We form our opinions and give advice from sound, **evidence based** research.
- We act with humility and apply the **highest standards** of ethical behavior to everything we do.

