

CORPORATE INFORMATION

Role title	<i>Volunteer – Gold Rush Festival</i>
Reports to	<i>Officer – Events Gympie Venue & Events</i>

SCOPE OF ROLE

To assist with the continued construction of largescale lanterns and participation in Parade and Carnival events.

Role Summary

Gympie Venue & Events provides opportunities for members of the community to contribute to the development of their community event by direct involvement through undertaking volunteer work for the project.

Volunteer involvement enables the event to engage with diverse sectors of the community and to the successful outcome of the event. Volunteer work will not replace paid employment of any staff member.

Key Responsibilities of the Role

Key responsibilities of the local volunteer

- *Registration*
- *Marshalling*
- *General Event setup*
- *General Event runner*
- *Assistance to Live entertainment performers*
- *Bar Staff with current RSA Licence, etc*
- *Event pack-up*

Extent of Authority

Volunteers are expected to have a:

- *Understanding of the safety requirements as provided in induction*
- *Capacity to learn new skills and take direction*

Mandatory Licence/Competency (Ticket) Requirements

- *Current RSA Licence etc for Bar Staff*

Essential Knowledge/Skills/Qualifications Criteria

- *Basic literacy and numeracy skills – able to follow directions, read instructions*
- *Suitable interpersonal and communication skills and a commitment to providing services to people with a wide range of abilities and circumstances*
- *Willingness to undergo identified training necessary to undertake a volunteer role with the event i.e. Safe Work Practices.*

Physical Requirements of the Position

Note: Applicants with disabilities will be considered on a case by case basis.

- an ability to perform tasks for extended periods whilst in a sitting position and occasionally pushing, pulling or handling objects exerting a force up to 5kg
- an ability to walk up and down stairs whilst occasionally carrying weights up to 15kg
- an ability to clearly hear directions and instructions being provided at normal speech levels.

Special Requirements

- Manual handling is an inherent physical requirement of working in this role, which may include loading and pushing trolleys.
- Capability to use basic hand tools, instruction provided

ORGANISATIONAL INFORMATION

Safety

Behaviours

Maintain a positive attitude towards acquiring an understanding of work health and safety (WHS) legislation, including Council WHS policies and procedures.

Fostering and maintaining a positive attitude towards WHS within the individual work teams.

Responsibility

Applying Council policies and procedures in every day work activities to assist Council in ensuring a safe work environment.

To meet the standards imposed by any relevant safety legislation as required by Queensland's *Work Health and Safety Act 2011*.

Related documents

- WHS Policy statement WHSPOL004.
- Work Health and Safety Responsibility and Accountability Statement WHSPOL008.
- The WHS KPIs are located in the Work Health and Safety Management Plan WHSPOL010 and should be referenced as applicable with this position.

Code of Conduct

As per the Staff Code of Conduct (OCPOL001), employees must conduct all business with integrity, honesty and fairness and comply with all relevant laws, regulations, codes, policies and procedures.

Records Management

Council employees are required to ensure adequate records of actions taken and decisions made whilst undertaking their duties are created and maintained, in accordance with Council's Recordkeeping Policy.

Council's Vision

To be the *natural* choice to live, work and play.

Council's Values

Accountable – we take responsibility for our actions. We will be accessible and fair.

Consistent – our actions will reflect Council's guidelines and practices at all times.

Appreciative – we value the opportunities we have and that we look for the best in our people, our organisation and our community.

Communicative – we will keep people informed, consult with the community and will actively listen to and respond to their input.

Respectful – we treat people with dignity and courtesy. We recognise and support the contribution of individuals and respect each other, our customers and the diverse community we serve.

ROLE APPROVAL AND ACCEPTANCE

Accepted by

Name		Position	
Signature		Date	

Approved by

Name			
Signature		Date	

The scope and requirements of this role as well as the organisational structure is subject to change by Council as required by business needs.