

Position Description: Volunteer Registration at Volunteer Entrance

Role Requirements:

The Volunteer Gate is separate to the Main Entrance. Volunteers are required to sign in and out whenever they are on site. The Volunteer Registration Assistants monitor this and identify any gaps in the roster.

RESPONSIBILITIES:

- Assist volunteers with the sign in process
- Identify and look after individual writers and session sponsors and give directions to relevant marquee if they come to this tent
- Escort writers to the Green Room if required
- Sign in volunteers and hand out wristbands for the day
- Check for notes written against volunteer's names on the sign in sheet - as they may be required to sign a form or collect a pack
- Hand each volunteer their discount coffee voucher
- Highlight the volunteer's name on the roster, once they've signed in so it's easy to identify roles where volunteers are missing
- Alert the Volunteer Sign In Supervisor of absences who will then alert the Volunteer Co-ordinator
- Only volunteers rostered on for that day may receive a wrist band.
- Be familiar with the Festival site and give directions to volunteers to the marquees, the info tent and amenities
- AUSLAN translators will have a list at the tent. They will receive a volunteer wrist band for each day that their name is on the list
- ILF volunteers will have a list at the tent for entry
- Southern Cross University volunteers will sign on here too