

POSITION DESCRIPTION

TITLE: Match Day Assistant - Volunteer
DEPARTMENT: ARU Operations
LOCATION: Tournament Venue – Adelaide Oval
REPORTS TO: Events & Operations
START DATE: Saturday, April 2, 2011
END DATE: Sunday, April 3, 2011
(if applicable)

Purpose of Role

The Match Day Assistant is a volunteer role. The Match Day Assistant will assist the Events Coordinator manage team movements. The key purpose of the role is to ensure that teams leave and arrive at designated locations on time to ensure the smooth running of the tournament.

Key Areas of Responsibility

- Ensure teams move in a timely fashion to designated positions so that the tournament runs as per the tournament match schedule.
- Assist with the delivery of presentations for the Shield, Bowl, Plate and Cup Finals.
- Assist with other event related tasks as required and directed.

Key Outcomes

- The movement of teams through different areas to ensure they are in a designated position on time
- Run sheet timings are met
- Time efficient delivery of presentations

Knowledge, Skills and Behaviour Required

- Strong understanding of the professional needs of rugby teams
- Strong and well considered communication skills
- Strong work ethic and an ability to work under pressure
- Flexible approach to accommodate for changing situations
- Previous Event experience is considered desirable

Major Interactions

- Team Liaison Officers
- Teams and Team Managers
- Operations Functional Area
- Sports Presentation Contractor
- Host Broadcaster

Unique Criteria

- The position will involve working the Saturday and Sunday of the tournament with extended working hours on these days
- There will be lifting required and a lot of time will be spent on ones feet
- Attendance at a Job and Venue Specific Training day in the week commencing March 28, 2011 (Date TBD)
- Each Match Day Assistant will be provided with a uniform (items and quantities TBC) as well 2 GA tickets to each day of competition
- Meals and drinks will be provided on each day of competition as applicable.

