

# POSITION DESCRIPTION

**TITLE:** Sports Information 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 Sports Information Assistant is a voluntary position with the responsibility for providing all necessary information to Teams/ Athletes and Staff regarding competition, results and logistics. With so many Teams/ Athletes and Event Staff involved in the tournament, this role is especially important as you will be dealing directly with them ensuring their match day expectations are met.

The ability to provide Teams/ Athletes with information and access to services quickly will go a long way to ensuring the success of the tournament.

## Key Areas of Responsibility

- Book, change or cancel briefing room bookings
- Book, change or cancel match recording room and DVD loan requests
- Book, change or cancel physio sessions
- Oversee the distribution of ice and fluids for teams
- Communicate issues to the identified Tournament representative
- Distribute information and official documentation through pigeon holes at the Sports Information Desk
- Work with key Tournament Staff as required to ensure Team requests are managed accordingly

## Key Outcomes

- The accurate and timely provision of information to Teams/ Athletes and Event Staff throughout the course of the Tournament
- Teams/ Athletes and Event Staff acknowledging they had access to all the relevant information in a timely fashion

## Knowledge, Skills and Behaviour Required

- Strong and well considered communication skills
- Strong work ethic and an ability to work under pressure
- The ability to approach the role with flexibility as some tasks may fall outside the key areas of responsibility

## Major Interactions

- Teams/ Athletes
- Event Staff (volunteers)
- Transport Manager
- ARU Operations Functional Areas

## Unique Criteria

- The position will involve working Saturday and Sunday with extended working hours on these days.
- The Sports Information Assistant will be provided with a uniform (items and quantities TBC) as well as 2 GA tickets to each day of competition.
- Attendance at a Venue and Job Specific Training day in the week commencing March 28, 2011 (Date TBC).
- Meals and drinks will be provided on competition days as applicable.

