

Volunteer Position Statement

POSITION TITLE	Arts, Culture and Tourism Volunteer (Events and Programs)
REPORTS TO	Lifelong Learning Team Leader
CLUSTER	Service Delivery
DEPARTMENT	Arts, Culture and Tourism (ACT)
TEAM	Lifelong Learning and Audience Engagement and Events and Festivals
EFFECTIVE DATE	To be confirmed with volunteer

ROLE PURPOSE

To assist with the delivery of programs, events, and festivals in Lake Macquarie. Events and programs can range from library storytimes to large city festivals. Volunteers will have the opportunity to tailor their participation based on interest and availability.

CORE TASKS

- Assist with set-up, delivery and pack up of programs, events and festivals across Lake Macquarie.
- Welcome program attendees, man information tents, assist with general event enquiries and provide assistance as required to the public.
- Assist with delivery of event and program workshops and activities, including early childhood programs and school holiday activities.
- Attend volunteer group meetings, training and feedback sessions as required.

This position:

- will involve a irregular roster depending on program, event, and festival dates and times
- will involve attendance at training and briefing sessions as required
- may be at located across Lake Macquarie based on discussion with volunteers
- will require a basic level of fitness
- volunteers can elect to be trained as a tour guide within our facilities

CRITERIA

- Willingness to learn, take direction and work as a part of a team
- Working with Children Check
- Able to work unsupervised
- Interest cultural programs and events

REQUIRED TRAINING

- Council Induction and site specific inductions for programs

CONDITIONS OF SERVICE

The incumbent is required to comply with Council's Code of Conduct, policies and procedures, and other conditions of service outlined during training and induction.

VOLUNTEER NAME	
SIGNATURE	
DATE	

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