

**2018 HI-TEC OILS BATHURST 6 HOUR
FRIDAY 30 MARCH TO SUNDAY 1 APRIL
VOLUNTEER POSITION BRIEFS**

Regardless of your role at the Event, all volunteer officials need to possess good communication skills and enjoy interacting with a wide variety of people. In addition to the actual Event itself, a patron's overall experience includes their interaction with volunteers and staff. While all roles differ, many responsibilities remain the same such as providing assistance to patrons and reporting of issues to supervisors.

CORPORATE FACILITY USHER

Full day shifts from 7am-6pm (Sat and Sun only)

- Control access to the corporate suites through positions immediately outside suites (Door Ways)
- Check all patrons have the appropriate accreditation, i.e. corporate hard cards & wristbands

GATEKEEPER

Half day shifts from 7am-12.30pm and 12.30pm-6pm

- Control access to venue through position at Main Gate
- Check all patrons have appropriate ticket (check for forged tickets)
- Issue pass-out stamps and scan tickets for ticket holders

MEDIA CENTRE

Full day shifts from 8am-6pm

- Assist Media Manager as required with administrative duties

ACCREDITATION CENTRE

Half day shifts from 6am-12pm and 12pm-6pm

- Assist with packing volunteers packs (i.e. shirts, caps, posters)
- Issue accreditation and volunteers packs to authorised persons
- Compile, check and complete paperwork

VOLUNTEER CHECK-IN

Full day shift from 5:30am-7:30pm (with regular breaks during the day)

- Ensure volunteers sign daily waiver and attendance record
- Distribute lunch packs and drinks
- Monitor volunteer absentees

CAR PARK ATTENDANT

Half day shifts from 7am-12.30pm and 12.30pm-6pm

- Direct cars to General Car Park
- Control access to Corporate Car Park