

Position Title	Level Zero Assistant (x2)
Volunteer Unit	Level Zero
Reports to	Level Zero Team Leader
Position Type	Behind the Scenes
Dates Required	Orientation Evening: Wednesday 24 th January 2018, 5.30pm – 8pm
Times are TBC	Tournament Day One: Saturday 3 rd February 2018, 9.00am – 10pm
closer to the date	Tournament Day Two: Sunday 4 th February 2018, 9.00am – 10pm

HSBC New Zealand Sevens 2018

New Zealand Rugby has a desire to make the 2018 HSBC NZ Sevens the greatest New Zealand Sevens event ever!

Primary Purpose

The Level Zero Assistants are responsible for assisting the Level Zero Team Leader in coordinating the Level Zero team to ensure the needs of all teams are met throughout the duration of the tournament. This includes ensuring that player's baggage and equipment is secure and all areas are kept tidy.

Key Tasks

- Maintaining the Changing room schedule
- Liaising with Level Zero Runners x4
- Ensuring the Changing rooms are clean and tidy at all times
- Ensuring the fridges and freezers in Level Zero are stocked
- Fill ice baths and empty at the end of each night
- Coordinate fruit supplies
- Ensure ice is readily available to teams
- Assistance to Match Officials and Medical staff operating from Level Zero
- Assist with stadium pack-in and pack-out tasks on the Friday prior to tournament and Monday following the tournament if required

Health and Safety

- Takes personal responsibility for keeping self free from harm
- Follows safe working procedures
- Reports incidents promptly
- Reports hazards promptly and suggests appropriate remedies
- Knows what to do in the event of an emergency
- Co-operates in implementing rehabilitation plan
- Ensures all hazards are promptly assessed for their significance, and managed

Key Relationships

Internal

- Level Zero Team Leader and team; other volunteers
- Rugby Operation Manager
- Tournament management

External

- World Rugby
- Match Officials
- Teams and Team Management
- Stadium staff, contractors and security

Person Specification

Experience

- Good understanding of Sevens Rugby
- Good understanding of Sevens Tournament
- Good understanding of Sevens and its fast pace and large number of participants

Skills

- Good understanding of logistics and the importance of timing
- Communication skills
- Ability to prioritise
- Friendly and approachable
- Time management skills

Competencies and Attributes

- A structured, organised and proactive “can do” approach
- Positive and enthusiastic
- Strong problem solving skills
- Demonstrates commitment to the organisation and overall tournament.
- Able to build successful working relationships at all levels of an organisation
- Able to work to and meet deadlines and able to reprioritise as necessary
- A willingness to take ownership and be held accountable
- Able to self-manage
- Able to work with a diverse management team
- Able to communicate with all levels of an organisation