

<b>Position Title</b>	Volunteer Assistant
<b>Volunteer Unit</b>	Volunteers
<b>Reports to</b>	Workforce Manager
<b>Position Type</b>	Behind the Scenes
<b>Dates Required</b>	Orientation Briefing: Saturday 18 January 2020, 10.00am – 12.00pm
Times are TBC closer to the date	Tournament Week: part time hours Monday 20 January – Friday 24 January 2020
	Tournament Day One: Saturday 25 January 2020, 7.30am – 10pm
	Tournament Day Two: Sunday 26 January 2020, 7.30am – 10pm

### HSBC New Zealand Sevens 2020

The 2020 HSBC New Zealand Sevens will be hosted at FMG Stadium Waikato during Auckland Anniversary weekend (25<sup>th</sup> – 26<sup>th</sup> January) and features a new exciting tournament format with 16 Men's and 12 Women's teams.

### Primary Purpose

The Volunteer Assistant is responsible for assisting the Workforce Manager on Tournament days and the weeks leading up to the Tournament.

### Key Tasks

- Assists the Workforce Manager with the following leading up to Tournament
  - Uniform sorting and packing
  - Volunteer Orientation evening
  - Uniform collection week leading up to Tournament
  - Pack in and Pack out of Stadium in week of Tournament and post-Tournament
- Assists the Workforce Manager on Tournament days
  - Volunteer Check-In
  - Radio distribution and ensuring everyone is on the right channels
  - Assisting volunteers with general information on Tournament day questions
  - Assist the other public facing Team Leaders when required
  - Being a point of contact for Volunteers to help with questions/issues
  - Keeping the Volunteer HQ clean & tidy

### Health and Safety

#### For Self

- 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

#### For the Team

- Ensures staff are informed of Health and Safety requirements in the workplace
- Ensures the prompt and accurate reporting, recording and investigation of all workplace incidents and injuries
- Ensures all hazards are promptly assessed for their significance, and managed

### Key Relationships

#### Internal

- Workforce Manager
- Rugby Operations Manager
- All volunteers
- Tournament management

#### External

- Stadium Staff & Contractors
- Stadium Security: Red Badge
- Other external parties

### Person Specification

#### Experience

- Event management within the sporting industry
- Working in large crowds
- Working with people

#### Skills

- Great communication skills
- Friendly and kind manner
- Ability to deal with difficult situations and make high level decisions
- Organisational skills
- Adaptable to flexible working hours and new situations



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#### **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