

Position Title	Whiteboard Updater (x2)
Volunteer Unit	Field Operations
Reports to	HQ Coordinator
Position Type	Behind the Scenes
Dates Required	Orientation Evening: Wednesday 24 th January 2018, 3.00pm – 8.00pm
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 Whiteboard Updater is responsible for manually updating the match results on the Tournament whiteboards around the Stadium straight after final whistle of each game.

This role is supported by the HQ Coordinator and Accreditation team for break times.

Key Tasks

- Reproducing the official scores of pool play matches on the Tournament whiteboards around the Stadium throughout Day One.
- Reproducing the scores of matches throughout the knockout stages, on the Tournament whiteboards throughout Day Two.
- Liaise with the HQ Coordinator and Accreditation team to coordinate breaks

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

Key Relationships

Internal

- Manual Scorers
- Other volunteers
- Tournament Management

External

- Hour Glass
- Stadium Security

Person Specification

Experience

- Good understanding of Sevens Rugby
- Good understanding of Sevens Tournament

Skills

- Reasonable level of fitness as you are walking / on your feet all day from first games final whistle to the last games final whistle
- Neat and tidy hand writing
- 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