



## Hidden Creatures Assistant Volunteer

**Role:**

To supervise and provide information regarding the exhibition. This exhibition is aimed towards children and families and volunteers may be required to discuss the work with children.

**Location:**

Basement of the Bendigo Town Hall, Hargreaves Street

**Volunteer Attributes:**

- Excellent interpersonal skills, especially in communicating with children and families
- An interest in art and the environment
- Ability to volunteer as part of a highly committed and vibrant team
- Passion for the Bendigo Easter Festival and Bendigo

**Duties:**

- Supervise and assist visitors to the exhibition
- Distribute 'creature spotting' sheets
- Answer enquiries regarding the exhibition
- Record visitor numbers on the form provided, and encourage use of the visitors' book
- Direct visitors to sites of other events, including associated Easter events
- Direct visitors to the Visitor Information Centre for information regarding other attractions around Bendigo and accommodation
- Warden Duties as part of the emergency process
- Record all concerns, documents, observations etcetera in the form provided at the Operations Room for review purposes
- To observe Occupational Health and Safety standards at all times

# BENDIGO EASTER FESTIVAL

6 - 8 APRIL 2012



**Draft Times Required: subject to change**

DAYS	SATURDAY	SUNDAY
TIMES	11.00am – 5.00pm	11.00am – 5.00pm

### **Other Information**

A uniform will be supplied and it is expected that it will be worn during the event. To compliment the uniform it is strongly suggested to wear dark pants and enclosed flat shoes.

### **IMPORTANT NOTICE:**

#### **Mandatory Requirement - Working With Children Check**

In 2006, the Victorian Government introduced a new checking system to help protect children under 18 years of age from physical or sexual harm. The Working with Children (WWC) Check creates a mandatory minimum checking standard across Victoria. The WWC Check helps to keep children safe by preventing those who pose a risk to the safety of children from working with them, in either paid or volunteer work.

Some roles for the Bendigo Easter Festival are specifically linked with working with children and so a WWC Check will be required. To apply for your WWC Check please contact your local Australia Post outlet for the appropriate application form.

There is no cost to you as it is free for volunteers.

For further information, please visit website: [www.justice.vic.gov.au/workingwithchildren](http://www.justice.vic.gov.au/workingwithchildren)

