



Vendor Assistant Volunteer

Role:

To assist with the correct placement of vans and equipment during bump in and bump out of vendors during the Bendigo Easter Festival and support the Site Manager in delivering a successful event for the City of Greater Bendigo.

Location:

- This position will be based at various locations within the programmed event sites

Volunteer Attributes:

- Excellent interpersonal skills
- Experience in customer service
- Ability to use initiative
- Ability to volunteer as part of a highly committed and vibrant team
- Passion for the Bendigo Easter Festival and Bendigo

Duties:

- To liaise with site vendors as directed by Vendor Coordinator regarding correct siting of vans and equipment during bump in
- Report any vendor issues to the Vendor Coordinator
- Other duties as directed by Vendor Coordinator – this may include assisting other volunteers
- Warden duties as part of the emergency process
- 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
- 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	THURSDAY	FRIDAY	SATURDAY	SUNDAY
TIMES	1:00pm – 7.00pm	6:00am - 10:00am	6:00am – 10:00am	6:00am – 10:00am

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.

