

Volunteer Workforce Opportunities

The following volunteer roles will be available at the 17th Australian Masters Games. Most volunteer hours are required during Games Time, but some assistance will be required in the event lead up. These are general descriptions only, designed to assist in determining the role best suited to you.

Accreditation

Assist in the efficient operation and delivery of accreditation collection services for all participants (i.e. competitors, supporters and non-playing officials).

Key tasks may include:

- Data entry and processing tasks
- Preparation and distribution of registration and accreditation materials
- Greet Games participants at Accreditation Centre and check-in points
- Verify AMG registrations and issue accreditation passes
- Assist with accreditation enquiries
- Maintain and refresh accreditation areas

Administration

Assist Games Administration staff to ensure the smooth operation and delivery of all administrative aspects during the preparation and delivery of the Games.

Key tasks may include:

- Responding to phone and email queries
- Customer service
- Computer/office tasks including word processing, filing, mail-outs, updating spreadsheets
- Lost and found property
- Refill and refresh office supplies
- Medical incident reporting and data entry
- Provide general administrative support for AMG staff and other work areas

Operations & Logistics

Assist in the efficient delivery of logistical operations for Games participants, stakeholders and workforce.

Key tasks include:

- Create and administer documents (e.g., venue lists, venue maps, inventory logs, etc.)
- Day-to-day operational duties at the Games Logistics Centre and/or Games Village
- Bump in and out of games venue infrastructure at community and social events
- Assist with relocation and set-up of signage, goods and equipment at Games venues
- Assist with transport of equipment and passengers
- Assist with games kit bag collation, movement and distribution

Workforce

Assist in the delivery of the volunteer program.

Key tasks include:

- Preparation of volunteer allocations, rosters, induction and training information
- Conducting phone and face-to-face interviews with potential workforce
- Meet and greet workforce members during uniform and accreditation collection
- Organise and maintain uniform and accreditation supplies as needed
- Distribution of workforce meals and meal vouchers
- Assist with volunteer breaks and redistribution where necessary
- Maintaining the Workforce Check In and Break Area at the Games Village

Major Sponsor

Brand

As the first face at Games venues, Brand Ambassadors will provide exceptional customer services, local knowledge and games information to participants.

Key tasks include:

- Meet and greet participants at accreditation centres, sports venues and games events (Expo, Opening Ceremony, etc.)
- Assist in managing and maintaining safe participant traffic flows, entrances and exits
- Provide information/ directions on games services and programs including registration, accreditation, ceremonies, toilets, food and beverages along with other general enquiries
- Maintain marketing collateral (e.g. brochures, flyers) at the Games Information Booth
- Assist in directing relevant participants (e.g. non-registered participants, lost accreditation passes, registration withdrawals and transfers) to the Accreditation Help Desk area
- Provide basic information and assistance with tourism, transport and visitor information services or referral to relevant service
- Assist with Special Events (e.g. VIP hosting, athlete march marshalling)

Marketing, Media & Communications

Assist with the delivery of communication services including media and public relations in the lead up to and during the Games.

Key tasks include:

- Content generation for media releases, e-newsletters, athlete profiles, etc.
- Research key facts and statistics
- Proofreading and fact checking of marketing collateral and online content
- Sourcing and supplying content for social/print media and newsletters
- Photography/videography at sporting events, social functions and other games events
- Daily uploads of media releases, relevant news and information to the Games website
- Perform face-to-face interviews with Games participants and workforce
- Assist media and communications staff as required

Sport*

Assist with sport and/ or venue-specific tasks as determined by the Sport Convenor/ Committee/ Venue Manager.

Key tasks may include:

- Officiating roles such as scoring, time-keeping, umpires, line judges
- Catering and canteen duties
- Results collation and reporting
- Venue logistics and operations

*These roles are not guaranteed to go ahead and will depend on the requirements of each sport and venue.

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