

VOLUNTEER EVENTS OFFICER	
Authorisation	CEO, Outdoors NSW & ACT
<p>Outdoors NSW & ACT is the peak body for Outdoor Recreation, Education, Therapy and Adventure Tourism. We exist to create healthier, more fulfilled communities by connecting them with outdoor activities!</p> <p>The organisation runs various events; launches, conferences, seminars, summits and workshops. These events can be based in regional or suburban areas and can connect industry with training, information and connections with industry leaders or colleagues.</p>	
Job Summary/Purpose	<p>The Volunteer Events Officer helps the peak body with the logistics of running events and provides customer service to guests, information to stakeholders and supports the industry by advocating for what it stands for.</p> <p>Positions available are based on requirements around the specific events, their location and time requirement.</p>
Current Event	The National Outdoor Education Conference 2021
Location	Leura, NSW
Hours per week	<p>Various rostered opportunities but expect 4-8 hour day over 4 days</p> <p>28th September, 29th September, 30th September and 1st October</p>
Reports to	Marketing Officer
Working relationships	<ul style="list-style-type: none"> • Other volunteers • Speakers • Guests • Suppliers (including AV, venue etc)
Delegations	Nil
Screening requirements	Nil
RESPONSIBILITIES	
<p>Admin and Coordination:</p> <ul style="list-style-type: none"> • Respond to enquires • Liaise with panelists/speakers/partners • Assist with logistics around the event <p>Social Media:</p> <ul style="list-style-type: none"> • Create and post to Facebook, Twitter, LinkedIn event occurrences • Assist with photography for Social Media <p>Registration:</p> <ul style="list-style-type: none"> • Provide assistance at registration desks, information desks and at venues for speakers and attendees • Follow the procedures and requirements on COVID plans as provided <p>Other duties;</p> <ul style="list-style-type: none"> • As directed in event logistics by Event Manager or Marketing Officer 	
SELECTION CRITERIA	
Essential	

- Studying Hospitality, Tourism, Event Management or Outdoor Leadership
- Be motivated and willing to connect with industry and gain experience
- Skilled in writing creative and engaging marketing copy for social media following the guidelines provided
- Strong organisational and administrative skills
- Friendly, enthusiastic and confident.
- Self-motivated with the ability to work autonomously
- Ability to get to and from the venue with own transport

Desirable:

- Drivers License

GENERAL CONDITIONS

All Outdoors NSW & ACT staff and volunteers are required to:

- Adhere to Outdoors NSW & ACT Vision and Values
- Adhere to Outdoors NSW & ACT policies and procedures
- Demonstrate respectful and welcoming behaviour with all people in culturally appropriate ways. ONSWACT is committed to working together to achieve a more inclusive community. Our workplace strives to be one that embraces and celebrates diversity and the wide range of skills, expertise and experience we can all bring to strengthen our dynamic, collaborative and responsive environment. ONSWACT encourages people from all different backgrounds to apply.

All documents will be supplied to successful candidates as well as rosters and an event briefing date which will be conducted via ZOOM. A pre-event meeting will take place 7pm Monday 27th September at the Fairmont Resort and will go for one hour. Attendance is compulsory.