

**2012 BATHURST MOTOR FESTIVAL  
FRIDAY 06 TO SUNDAY 08 APRIL  
VOLUNTEER OFFICIALS JOB DESCRIPTIONS**

Regardless of your role at the Event, all Volunteer Officials need to possess good communication skills and enjoy interacting with a wide variety of people. In addition to the actual Event itself, a patron's experience and enjoyment of the Event is directly affected by the volunteer officials they come into contact with. While all roles differ, many responsibilities remain the same such as assistance to patrons and reporting of issues to supervisors.

**GRANDSTAND USHER** Full Day Shifts: Fri, Sat, Sun 8am-6pm

- ✓ Control access to grandstands through position at base of grandstand
- ✓ Check all patrons have grandstand tickets and usher patrons to seats if needed
- ✓ Monitor access and crowd behavior

**CORPORATE FACILITY USHER** Full Day Shifts: Fri, Sat, Sun 8am-6pm

- ✓ Control access to the corporate suites through positions immediately outside suites
- ✓ Check all patrons have the appropriate accreditation, i.e. corporate hard cards & wristbands

**GATEKEEPER** Half Day Shifts: Fri, Sat, Sun AM: 6am-12pm PM: 12pm-6pm

- ✓ Control access to precinct through position at Main Gate
- ✓ Check all patrons have appropriate ticket and remove ticket butts (check for forged tickets)
- ✓ Issue pass-outs to ticket holders

*Note: This is an early start and it is very important you are punctual.*

**MEDIA CENTRE** Full Day Shifts: Fri, Sat, Sun 8am-5.30pm

- ✓ Assist Media Manager as required with administrative duties

**ACCREDITATION CENTRE** Half Day Shifts: Fri, Sat, Sun AM: 6am-12pm PM: 12pm-6pm

- ✓ Assist with packing volunteers packs (shirts, caps, posters etc)
- ✓ Issue accreditation and volunteers packs to authorised persons
- ✓ Compile, check and complete paperwork

*Note: This is an early start and it is very important you are punctual.*

**VOLUNTEER CHECK-IN** Half Day Shifts: Fri, Sat, Sun 6am-12pm

- ✓ Ensure volunteers sign daily waiver and attendance record
- ✓ Distribute lunch packs and drinks
- ✓ Monitor volunteer absentees

*Note: This is an early start and it is very important you are punctual.*

**INFORMATION BOOTH** Full Day Shifts: Fri, Sat, Sun 8am-6pm

- ✓ Provide directions to patrons and answers to questions pertaining to Event, i.e. what's on, locations, transportation, medical, timings, facilities

*Note: An Information Manual is provided however personnel must have prior experience of the Event.*

**CAR PARK ATTENDANT** Half Day Shifts: Fri, Sat, Sun 8am-1pm

- ✓ Direct cars to General Car Park
- ✓ Control access to Corporate Car Park