

Do you want...

- ✓ To gain experience in the industry?
- ✓ To have a quality internship experience?
- ✓ To work on tangible projects?



Australian University Sport is seeking a person to fill the role of Volunteer Assistant to be a part of our Nationals event delivery team. This is an internship opportunity at our Gold Coast office and will offer work experience across The Nationals Div 1 and Div 2 events.

As part of this internship, you will get hands on work experience in the areas of:

- Recruitment, selection, allocation and retention of volunteers
- Volunteer welfare
- Coordinating communication strategies to maintain enthusiasm and engagement of volunteers
- Planning and delivery of event volunteer group training sessions
- Uniform allocation and distribution
- Taking a lead role in handling volunteer issues during the event delivery period

Is this role for you? The Volunteer Internship would suit a person studying in the field of Human Resource Management or someone who is interested in managing volunteers in a sporting event environment.

We are looking for someone who:

- | | |
|--|--|
| ✓ Has experience in being a volunteer | ✓ Has initiative |
| ✓ Understands the needs of volunteers | ✓ Can contribute to a wider team working towards common goals |
| ✓ Likes to work with people from all walks/stages of life | ✓ Is enthusiastic and motivated |
| ✓ Has excellent written, verbal and organisational skills | ✓ Has well developed customer service and problem solving skills |
| ✓ Is confident in communicating with a wide variety of people | ✓ Can exercise judgment and work without supervision |
| ✓ Prides themselves on their ability to prioritise and meet deadlines, and manage expectations of stakeholders | ✓ Is friendly and approachable |
| ✓ Has experience in using Microsoft Office | ✓ Likes to do what it takes to get the job done and can still smile when times get really busy |

Key information:

- Position duration is from early 2018 to end of October 2018
- This role requires at least one day per week for the duration of the internship as well as set times across event delivery periods. Arrangements will be made to accommodate study commitments, exams, work and holidays
- The role is mobile during event delivery periods (moving from venue to venue)
- A full induction to AUS and on the job training is provided as well as access to our career pathway rewards program

Who is in your team?



The Nationals Events team



The Volunteer Coordinator



YOU



Other interns



Event volunteers

Interested?

Send your CV and letter telling us how fabulous you are to aug.workforce@unisport.com.au

Applications will be accepted until the position is filled.

Interviews will be scheduled with applicants on a rolling basis until the position is filled.

More info?

Check out more about Australian University Sport on [our website](#) or find us on social media

