



Position Description Events Ambassador (Volunteer)

Reports to	Coordinator Community Engagement
Role purpose	
The purpose of this role is to support Quercus Beechworth in their attendance at community events by providing a welcoming environment, providing information to those in attendance to ensure they have a positive and enjoyable experience whilst showcasing Quercus Beechworth as a community organisation.	
Key responsibilities	
<ul style="list-style-type: none"> ● Attend community events to support Quercus Beechworth 'Chill Out Zone' a space for people to take a break from the action of the event ● Help with set up/pack up of events ie tables, bunting, signage ● Help to design promotional materials ● ● Assist with event logistics e.g distribute promotional material around Beechworth and through networks to promote Quercus events, liaising with venues and/or stall holders etc. ● Join the working group to assist with the development of new events, build awareness and create 'meaningful spaces' for people to connect ● Provide administrative assistance in the lead up to events, complete risk assessments, communicate with stall holders etc ● Attend community events to talk about Quercus activities and opportunities ● Conduct a range of satisfaction surveys where required ● Hand out flyers or other material 	
Key relationships	
<p>Internal: Coordinator Community & Engagement, Quercus Beechworth Staff and Volunteers, Manager Quercus Beechworth and Board Members.</p> <p>External: Members of the public</p>	
Expectations	
<p>It is expected that all volunteers will:</p> <ul style="list-style-type: none"> ● Contribute to a positive workplace culture by embracing and aligning conduct with Quercus Beechworth Code of Conduct policy and the Quercus Beechworth Values. <ul style="list-style-type: none"> ★ Community - Being part of an engaged community gives a sense of belonging ★ Curiosity - We are open to and look for new ways to do things 	



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- ★ **Fun** - The work we do and how we do it can make everyone's day brighter
- ★ **Inclusion** - We welcome people from all walks of life..
- ★ **Integrity** - We are safe, truthful and honest. We communicate openly, and our actions are consistent with our words.
- Understand and work in accordance with Quercus Beechworths Policies and Procedures.

Knowledge, skills & experience

- Punctual and reliable
- Approachable, courteous and respectful
- Good communication and observation skills
- Respect for our diverse community
- Respect in all interactions
- Ability to work as part of a team and independently
- Ability to take directions from staff
- Awareness of safety issues
- Adhere to Occupational Health and Safety practices

Check requirements

- A National Criminal History Check prior to commencement and renewed every three years (at Quercus Beechworth expense)
- Current Working With Childrens Check - at no cost

Learning & development

- Attend Quercus Beechworth Volunteer Induction training and ongoing training as required.
- Attend scheduled volunteer meetings as required

General Conditions

- The holder of this position recognises the importance to advise the Coordinator of any proposed absences as early as possible prior to their shift commencing to allow adequate alternative arrangements to be made.
- We act always in accordance with the Quercus Beechworth Code of Conduct.
- We are a Child Safe organisation, all volunteers are required to comply with legislation requirements
- We comply with Quercus Beechworth Workplace Health and Safety policies and procedures



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