



**Garma**

4 – 7 August, 2017

## Volunteer Position Description

### Site Assistant



<b>Volunteer Position</b>	Site Assistant
<b>Responsible to</b>	Volunteer Coordinator and Site Operations Manager
<b>Closing Date</b>	Friday, 21 April 2017

#### **Submitting Your Expression of Interest**

Thank you for showing interest in volunteering for the Garma Festival. Note that festivals such as these are unable to run without the support of our dedicated volunteers. Please note that we will automatically allocate you to a volunteer position that best suits both your skills and experience plus meets our event requirements.

#### **Application & Selection Criteria**

Your application must contain the following:

- A completed cover sheet
- A brief addressing the key tasks and responsibilities
- Your curriculum vitae (CV) or resume
- The name and contact details for at least two referees

\* If you are applying for two or more advertised volunteer positions, you must submit a separate application for each vacancy.

Note that this position may be subject to an NT Working with Children clearance.

#### **About Us**

The Yothu Yindi Foundation (YYF) was established in 1990 to promote Yolngu cultural development with community leaders and persons of authority from five regional clan groups:

- Gumatj
- Rirratjingu
- Djapu
- Galpu
- Wangurri

The leadership and innovative program development of the Foundation are considered significantly positive forces supporting Indigenous cultural maintenance, not only in Northeast Arnhem Land, but throughout the country and internationally.

The Foundation is a not for profit, charitable public benevolent institution, with an all-Yolngu Board of Directors, and has income tax exemption and gift deductibility status. YYF currently operates a number of major functions; Garma Festival, Garma Institute including a variety of education projects and the NEAL Empowered Communities project.

YYF are the hosts of the annual Garma Festival, which now enjoys the reputation as Australia’s Leading Indigenous Cultural Event. Garma workshops, dance, art, youth forums, cultural tourism and Yolngu storytelling & healing programs are an effective platform to voice the significant projects stemming from North East Arnhem Land. Garma attracts considerable interest from Indigenous leaders, academics, politicians, international guests, legal representatives and university students. The Garma event is likened to reconciliation in all its purity and it is 19 years in its running onsite at Gulkula.

Specifically the YYF has stated that its vision is:

***For Yolngu and other Indigenous Australians to have the same level of wellbeing and life opportunities and choices as non-Indigenous Australians”***

**Position Purpose:** The Site Assistant will be appointed to assist in the co-ordination of campsites, assist with set up and pack down of various Garma areas, assist with guest requirements, generally maintain the cleanliness of campsite areas and provide support to the Site Operations Manager as directed.

**Reporting/Working Relationships:** The Site Assistant reports directly to the Volunteer Coordinator and has line of sight reporting and responsibilities to the Site Operations Manager.

The Campsite Assistant may also work closely with key event personnel including:

- Transport Assistants
- Ticketing and Reception
- Key event staff

<b>Key Tasks and Responsibilities</b>	
<b>Prior to the event</b>	
1	Assist with the development of a campsite plan for staff, volunteers, delegates and attendees
2	Develop campsite information sheets
3	Assist with the management and development of forms relating to campsite usage
4	Develop documentation relating to site conditions and incident reporting
5	Assist with the development of a plan for campsite signage—including developing and placing signage
6	Assist with any queries regarding booking and campsite locations.

<b>During the event</b>	
1	Respond to campsite queries
2	Prepare campsite for guests including labelling campsite areas and tents
3	Ensure guests campsites are kept comfortable and clean, inform the site team of mattresses that need to be inflated
4	Assist with the set up and pack down of various Garma areas as requested
5	Provide support to other volunteers
<b>Post event</b>	
1	Ensure the return of any campsite materials to appropriate vendors
2	Provide recommendations on the campsite accommodation plan
<b>Knowledge, Skills &amp; Experience</b>	
The Site Assistant role would suit a person studying in the field of event management or logistics or in the service industry or someone who has an interest in assisting guests directly at campsite.	
<b>Desirable Attributes</b>	
1	Excellent organizational skills
2	Experience in managing and dealing with a wide variety of people
3	An understanding of site and accommodation requirements during an event
4	Ability to prioritise and meet deadlines
5	Excellent written and verbal communication skills
<b>Personal attributes</b>	
1	Ability to work as part of a team
2	Enthusiastic and motivated approach
3	Well developed customer service skills and problem solving ability
4	Ability to take the initiative and work autonomously
5	A friendly and approachable manner
6	Need to be physically well conditioned

### **Further Information**

1. For further information please visit our website at [www.garma.com.au](http://www.garma.com.au)
2. Contact Trepina Bradley on 08 8945 5055 or via email [volunteer@garmafestival.com.au](mailto:volunteer@garmafestival.com.au)