



Garma

4 – 7 August, 2017

Volunteer Position Description Transport Assistant



Volunteer Position:	Transport Assistant
Responsible to:	Volunteer Coordinator and Transport Coordinator
Closing Date:	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 Transport Assistant will be appointed to assist in the coordination of transport systems, transport information sheets, vehicle allocation, parking and other transport activities as directed by the Transport Coordinator.

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

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

- Site Assistants
- Ticketing and Reception
- Local transport providers

Key Tasks and Responsibilities	
Prior to the event	
1	Assist with the development of an official transport plan for staff, volunteers, delegates and attendees
2	Develop transport information sheets for venue(s)
3	Assist with the management and development of forms relating to transport controls
4	Develop documentation relating to vehicle conditions and incident reporting
5	Assist with the development of a plan for directional signage—including developing and placing signage
6	Book and allocate vehicles and other transport

During the event	
1	Respond to transport queries
2	Coordinate the use of vehicles and other transport systems
3	Provide support to other volunteers
Post event	
1	Ensure the return of vehicles to relevant suppliers
2	Provide recommendations on the event transport plan
Knowledge, Skills & Experience	
The Transport Assistant role would suit a person studying in the field of event management or logistics qualified mechanic with a current drivers licence.	
Desirable Attributes	
1	Hold a MR class driver's license
2	Excellent organizational skills
3	Experience in managing and dealing with a wide variety of people
4	An understanding of transport requirements during an event
5	Ability to priorities and meet deadlines
6	Excellent written and verbal communication skills
Personal attributes	
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

Further Information

1. For further information please visit our website at www.garma.com.au
2. Contact Trepina Bradley on 08 8945 5055 or via email volunteer@garmafestival.com.au