

## POSITION DESCRIPTION

Position Title	Christmas Carols Event Volunteer
Department/Section	Communications and Events
Reporting to	Communications and Events Officer
Location	Strathfield Park – Homebush Rd, Strathfield NSW 2135

### Organisational Environment and Council Values

Refer to the [Working at Strathfield Council](#) page on our website.

### Organisational Structure

#### Department

The Communications, Events and Engagement Section is part of the Chief Executive Officer's Unit and ensures Council's external and internal image is enhanced and that the perception of Council's role, services and activities are fair and balanced. This is achieved by utilising effective Communication mediums aimed at engaging relevant stakeholders.

### Position

Strathfield Council's Communications, Events and Engagement section is seeking ten (10) volunteers to participate in Strathfield's annual Christmas Carols event.

The event takes place on **Saturday 3 December 2021 at 5pm - 8pm**, at Strathfield Park (Homebush Rd, Strathfield NSW 2140). Strathfield Christmas Carols features live performers, face painting, animal farm petting zoo, Santa Claus and a special Movies in the Park screening of *The Grinch (2000)*.

Volunteers will be required to assist with manning the Strathfield Council Information Stand including conducting event surveys, assisting with crowd management, helping Santa Claus and acting as a Parking Assistant. All volunteers are required to provide sound customer service to all patrons to ensure they have an enjoyable experience at the 2022 Christmas Carols event.



65 Homebush Road, Strathfield NSW 2135

PO Box 120, Strathfield NSW 2135 | P 02 9748 9999 | F 02 9764 1034

E [council@strathfield.nsw.gov.au](mailto:council@strathfield.nsw.gov.au) | [www.strathfield.nsw.gov.au](http://www.strathfield.nsw.gov.au) | ABN 52 719 940 263

### **Work Health and Safety (WHS) responsibilities**

All volunteers must take reasonable care for their own health and safety and comply and cooperate with reasonable instructions, policies and procedures regarding the safety and health of other persons and workplaces.

Managers and supervisors have a positive duty to exercise due diligence to ensure that Council complies with its safety operations. The volunteers who occupy these jobs must acquire and keep up-to-date knowledge of Council's work, health and safety systems which include plans, policies and procedures. Managers and supervisors must have an understanding of work health and safety matters within their scope of operations and ensure that processes for compliance are implemented.

### **Work Health and Safety**

All Council volunteers are expected to:

- Follow safe practices/procedures to perform your duties in a manner, so as not to affect the health and safety of yourself or others.
- Participate in development of safe work procedures and risk assessments with your Supervisor when required.
- Actively participate in WHS inductions and training when required.
- Wear and use Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in workplace inspections if required.
- Use and maintain plant or equipment of any kind, including computer and other telecommunication devices in accordance with instructions and procedures.
- Participate in emergency preparedness training, including any required knowledge for business continuity plans.
- Report all hazards, near misses and damage as per the Strathfield Municipal Council (SMC) reporting procedure.
- Participate in accident and incident investigations as required.

### **Working with Children Check / National Police Check**

Successful applicants are required to undergo a National Criminal Record Check and must obtain a Working with Children's clearance prior to commencement.

### **Injury Management**

- Report all injuries/illnesses that occur at work immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.



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### Key Responsibilities

- To greet patrons and provide them with general information.
- Assisting at the Council stand, handing out information and conducting event surveys.
- Answering patrons queries and directing them to correct locations.
- Helper for Santa Claus.
- Reporting any issues to Events team.
- Acting as a Parking Assistant.

### Criteria

#### Essential

- Display a courteous and friendly manner at all times.
- Ability to make patrons feel welcome and comfortable.
- Show reliability and punctuality.
- Ability and ongoing commitment to work with or without supervision.
- Ability to work as part of a team and foster positive relationships between the community and Council.

*This Position Description and all associated information is not to be considered as a comprehensive, complete and/or exhaustive 'list' of responsibilities, criteria or outcomes. It is indicative only.*

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### Approval of Volunteer Position Description

- This position description has been reviewed and accurately describes the role.
- Job qualifications and accountabilities are relevant to the position.

Volunteer: _____	
Signature: _____	Date: _____