

LEN EUROPEAN SHORT COURSE
SWIMMING CHAMPIONSHIPS 2019

Role Description

Volunteer Role (title):	Sport Information & PRD Team Member
Functional Area:	Sport Competition
Brief Role Description:	You will be part of the team responsible for providing important information to athletes and their teams and act as their first point of contact on venue during training and competition. The team will also ensure the Printed Results Distribution (PRD) service is provided to various client groups.
Key Responsibilities:	<ul style="list-style-type: none"> • Attend the team briefing at the start of the shift and the debrief at the end • Print on demand information • Update the notice boards with current information • Facilitate all information requests related to: <ul style="list-style-type: none"> – Competition schedule – Results / start lists – Training schedule – Transport schedule • Use the flow chart to process all competition forms • Print and distribute start lists and results to client groups around the venue
Skills Required:	<ul style="list-style-type: none"> • Friendly approach • Reliable and detail orientated • Ability to work in a team • Good communication skills
Desirable Skills:	<ul style="list-style-type: none"> • Sport knowledge and willingness to learn more
Based at:	<i>Tollcross International Swimming Centre</i>
Dates required:	<p>From 1 – 8 December 2019</p> <p>The shifts will be approximately 8.5hrs in duration</p> <p>Please note you must be available for at least 5 shifts within this period and to attend 1 day training prior to this</p>