

COMIC GONG VOLUNTEER ROLES

Job Description: Exhibitor, Activities and Cosplay Minder

MAJOR OBJECTIVE:

To provide support to Exhibitors &/or Cosplayers &/or Activity providers, and Team Leaders.

SKILLS:

- Ability to follow instructions and take direction
- Ability to work individually and as part of a team
- Good mobility and strength
- Confidence to approach and assist Exhibitors, cosplayers, attendees or activity providers
- Awareness and ability to follow safe manual handling practices
- Good communication skills

RESPONSIBILITIES:

- Welcoming and assisting Exhibitors, Cosplayers or Activity providers into the venue and during the event
- Answering Exhibitors, Cosplayers or Activity providers' questions
- Ensure Exhibitors and Activity providers have all necessary equipment as requested
- Assist in crowd control throughout the event to prevent congestion
- Collection of event material from various key points to be delivered to the specified location. (Event material may comprise, but is not limited to, items such as: tables, chairs, merchandise, signage and safety equipment)
- Awareness of the Comic Gong risk assessment and emergency procedures (provided at induction)
- General assistance in the venue as required and directed by Team Leaders

ORIENTATION / INDUCTION:

Two induction sessions will be held. Attendance at one of these sessions is mandatory. Dates and times for these sessions will be confirmed closer to the event.

LEGAL REQUIREMENTS

- All applicants must undergo a Police Check, which will be undertaken by Wollongong City Council (WCC). Parent/Guardian consent will be required for applicants under 18 years of age. More information will be made available on application
- All applicants over the age of 18 years will be required to provide a valid Working with Children Check. This is FREE for volunteers. More information will be made available on application.

For more information about volunteering at Comic Gong, or about the event in general, visit

<http://www.wollongong.nsw.gov.au/comicgong>

Or contact the Comic Gong team at comicgong@wollongong.nsw.gov.au