

Guest Welcome Team

Questions?

Check out the volunteering section of the event website:
christmaslunchinthepark.com.au/volunteer

Or send us an email:
christmaslunch@missionaustralia.com.au

Your brief

A beam of sunshine! A lover of people, diversity and crowds, with a friendly and agreeable nature. You're superbly placed for greeting guests as they arrive, ensuring everyone feels welcome and at ease, then directing them into the care of a friendly Steward. In a team of six, this role also assists with bus runs, parking and collecting important info for future improvements.

Arriving onsite

Please arrive onsite at your allocated time and register yourself at the Volunteer Concierge. Here you will collect your lanyard before reporting to the Guest Welcome Supervisor for briefing.

Event timings

Please refer to the enclosed event schedule for estimated timings of the event.



Mostly standing



High level of interaction



Outdoors

The Guest Welcome Team contributes by...

- Welcoming guests as they arrive at the event entrance and initiating a brief welcoming process, capturing:
 - Whether they are in possession of a wristband and, if so, where they received it?
 - How they heard about the event?
 - And ensuring their first moments of the event festive, welcoming and friendly
- Being part of a rotating roster throughout the day, to assist with hassle-free parking and bus runs.
- Informing guests of the marquee opening time (11.30am), suggesting early comers relax in the garden as they wait.
- Keeping guests at ease by proficiently directing them into the Stewards' care after they've been welcomed, who will guide them to their relevant table host.
- Upon completion of the registration process, as advised by the Guest Welcome Supervisor, assist further by:
 - Inviting guests to undertake a brief questionnaire.
 - Accompanying children to the games area where necessary.
 - Assisting Stewards to keep tables clear and rubbish-free (noting any food to be handled by Stewards only).
 - Assisting the Environmental Elves to keep outside areas free from rubbish.
- Eating lunch! Just check time with your Guest Welcome Supervisor, collecting from the Food & Beverage Supervisor.
- Reporting all incidents to your Volunteer Concierge Supervisor, no matter how small it may seem.
- Referring any medical situations to the St. John's Ambulance First Aid station.
- Referring any unsafe situations to Security.
- **Enjoying the day and sharing that joy with others!**