

# Bus & Parking Supervisor

## Questions?

Check out the volunteering section of the event website:

[christmaslunchinthepark.com.au/volunteer](http://christmaslunchinthepark.com.au/volunteer)

Or send us an email:

[christmaslunch@missionaustralia.com.au](mailto:christmaslunch@missionaustralia.com.au)

## Your brief

The logistics-focussed Supervisor is all about getting guests to & from the event happily & on time. Being a people person, managing a team of 8, you will be comfortable directing your team and engaging with guests. Ensuring the bus keeps to the schedule and route & your team have the parking area all under control, this coordination will be what drives you.

### Arriving onsite

Please arrive onsite at your allocated time and register yourself at the Volunteer Concierge. Here you will collect your lanyard, water bottle and PPE, before reporting to the Event Manager for briefing.

### Event timings

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



Leadership Experience Preferred



High level interaction



Outdoors

## The Bus & Parking Supervisor contributes by...

- Supporting the enjoyment of the guests of Christmas Lunch in the Park by leading safe and enjoyable transportation and parking for our guests, arriving and departing the event.
- Maintaining a safe and fun-filled environment in which to responsibly coordinate the Shuttle Bus schedule and logistics, to ensure guests are collected & returned to the train stations via the Shuttle Bus and, assisted to park in the nearby parking station. You will rotate your team as required, at the train station, on the bus and at the Shuttle Bus Stop at Langley Park.
- Supervising an important Bus & Parking Team (of 8) who will oversee bus transport logistics/parking coordination, ensuring both safety and enjoyment. Remembering your team members will be the first and last faces of the event, for many, so plenty of festive cheer is required!
- Ensuring the shuttle bus is kept tidy & hazard-free throughout the event & returning transport signage post-shift.
- Disallowing removal of any of the fresh food (due to food safety requirements) or event gear from site.
- Coordinating volunteer lunch breaks to ensure all mouths are fed (including your own!)
- Resolving any issues reported by your team members where possible, referring matters to event staff or contractors (e.g. Security, St John's Ambulance first aid station) where relevant to ensure safe and successful outcomes for all.
- Monitoring your area for risks and potential hazards (e.g. trip hazards, electrical hazards, illnesses, injuries, emotional guests, etc), referring to the relevant staff or contractor as appropriate (e.g. Security).
- Referring any unsafe or COVID-19 situations to Security, the Event Manager or St John Ambulance staff.
- Attending an additional supervisor-specific site induction in the lead up to the event.
- **Enjoying the day and sharing that joy with others!**