

# Gift & Carepack 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

You're a highly organised, efficient and energetic individual with a passion for logistics and people. With 2 of you overseeing a team of 12 each, including 12 Santa's Elves (Kids small gift distribution) and 12 Santa's Elves (Adult Care Pack distribution), you're used to managing across areas and functions. Without you, it just wouldn't be Christmas!

### Arriving onsite

Please arrive onsite at your allocated time and register yourself at the Volunteer Concierge. Here you will collect your lanyard, water bottle, PPE and 2-Wayradio before reporting to the Event Manager for briefing.

### Event timings

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



Leadership experience preferred



High level of activity



Outdoors

## The Gift & Carepack Supervisor contributes by...

- Supporting the enjoyment of a festive and meaningful day for our guests, by overseeing the efficient and effective distribution of age-appropriate gifts to our child guests and carepacks to adult guests (carepacks contain a variety of food and personal care items which can truly make a difference to those who need it most).
- Coordinating gift bags of children's gifts to be available to distribute, and distribution of carepacks at the Carepack Station for our adult guests.
- Coordinating your team to hand out the Carepacks to departing guests. Carepacks will therefore be distributed at the end of the event.
- Ensuring all leftover gifts and carepacks are repacked into correct boxes for donation to our agency partners.
- Instructing your team members to set up and maintain a tidy and hazard-free work areas throughout the day, including conducting a final tidy up at the end of the day.
- 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 areas 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 concerns 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!**