

Feedback Collection Supervisor

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

You're a lover of data collection to help the Christmas Lunch in the Park Team to continue to deliver a magical and supportive event. This data will assist in the future development of the event to ensure we continue to meet the needs of our guests, volunteers and learn some basic attendee information, with a soft and compassionate approach. It's Christmas Day after all! You will lead your small team in ensuring the various data collection activities are met, allocating your team and rounding up the iPads and paperwork at the end.

Arriving onsite

Please arrive onsite at your allocated time and register yourself at the Volunteer Concierge. Here you will collect your lanyard and radio before collecting your kit box and meeting your team.

Event timings

Please refer to the event schedule.



Leadership
experience
preferred



Active



Indoors/
outdoors

As a Feedback Collection Supervisor, your contribution is to....

- Arrive at your allocated time and visit the Volunteer Concierge to check in.
- Collect your Feedback Collection Kit Box from the Volunteer Info Tent, containing everything you need.
- Meet your Team at you allocated location introduce yourself, welcoming them and provide a briefing, including a walk-through of the event site to familiarise your team with the layout – use your Mud Map provided
- Familiarise your team with the data collection activities and methods, working with them to allocate who is going to carry out which tasks and that they are clear on what they need to do.
- Inform your team that they will receive lunch, can access water from the water stations, sunscreen and hand sanitiser. Also point out the toilets and Volunteer rest zone.
- Follow the schedule to ensure the data collection activities are undertaken during the allocated times.
- Support your team and answer any questions or queries they may have or, contact the Event Manager for help. No question is a silly question, so don't guess if you're not sure. This data collection is the key to the future success of the event.
- Lead your team by overseeing their progress and rolling out the activities.
- Ensure that you leave ample time to collect all data collection materials in an orderly fashion, returning everything to your kit box clearly grouped and tidy. Return your kit to the Volunteer Info Tent before signing out.
- Coordinate volunteer lunch breaks to ensure all mouths are fed (including your own!)
- **Enjoy the day and share your joy with others!**