

# Pack-Up Team Supervisor

Two shifts over two days.  
Two teams of 10  
volunteers.

Questions? Email us at:  
[christmaslunch@missionaustralia.com.au](mailto:christmaslunch@missionaustralia.com.au)

## Your brief

You're such a star, when the party is over, you are there to lead the team packing up the show to ensure we leave the park exactly as we found it! It will be all hands-on deck, directing a team of 10, maintaining the Christmas spirit, to get the job done! Full of enthusiasm, you'll be working with your team doing a range of physical duties including sorting, packing, moving furniture, loading, rounding-up bins for collection & dismantling/packing decorations.

### Arriving onsite

Please arrive at the Wellington Square event site at your allocated time and register yourself at the Volunteer Concierge before meeting your team at the allocated location.

### Set-up timings

Monday 25 Dec – 2:30pm-5:30pm

Wednesday 27 Dec – 8:30am-12:30pm



High level of activity



Manual handling



Indoors & outdoors

## The Pack-Up Team Supervisor contributes by...

- **Making yourself available for your dedicated shift on either Monday 25 or Wednesday 27 December.**
- Welcoming, briefing and supervising your team, working collaboratively in teams of 10, stacking up some 100+ tables, 1,500 chairs, food & beverage areas, games and activity zones and other miscellaneous items, as advised by the Pack Up Supervisor and Event Manager. One Supervisor and Team working inside and the other outside.
- Supporting the enjoyment of a festive and meaningful day with our Event Team, by ensuring the venue and surrounding area is safely dismantled and packed up in a safe, efficient and timely manner, with the tinsel and glitter put away until next year.
- Doing some of the heavy lifting – literally – and making sure it's done safely in enclosed footwear and within our health and safety guidelines. There is a high chance you may get a little dirty and/or dusty, so please keep this in mind when choosing your comfortable clothing.
- Preparing event gear, box loads and pallets, ready for collection.
- Reporting any risks, hazards and incidents to Mission Australia staff.
- Ensuring you complete all tasks, sign in and out for your nominated shift(s) and dismiss your team
- **Having fun with your pack-up team members!**