

Volunteer Concierge 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

You're administration royalty! Cool under pressure and with the warmest of welcomes, you enjoy dotting every 'i' and crossing every 't'. As (one of six) Volunteer Concierge Team members responsible for registering some 250+ wonderful volunteers on arrival at site, you'll be directing each to their relevant supervisor. Thanks to you, each zone is swiftly and appropriately crewed, and the event kicks off without a hitch.

Arriving onsite

Please arrive onsite at your allocated time and register at the Volunteer Concierge. Report to your Volunteer Concierge Supervisor, grab your lanyard, water bottle and any PPE and await further instruction.

Event timings

Please refer to the event schedule.



Mostly sitting



High level of administration



Indoors/Outdoors

As a Volunteer Concierge, your contribution is to...

- Support the success of Christmas Lunch in the Park through the efficient and effective registration of some 250+ volunteers responsible for servicing some 1200 guests across a range of areas and zones.
- Provide highly developed admin/organisation skills to ensure a smooth volunteer registration process.
- Ensure the Volunteer Concierge area is set up in an appropriate and timely manner.
- **Smile and enjoy yourself!** Welcome volunteers as they arrive at the venue, register them by name and sign them in (you'll need to check each volunteer's name against the alphabetically arranged list).
- Issue registered volunteers with a lanyard and direct them to their designated area to meet with their Supervisor (who will be wearing a grey t-shirt).
- Resolving registration issues as they arise or referring issues to the Volunteer Concierge Supervisor to ensure the registration flow is not affected
- Ask each Volunteer to complete a feedback form on the day and place them in the red box, to capture stories and valuable feedback from the event.
- Make sure volunteers have sufficient water, PPE (optional) and sunscreen.
- Make sure you eat lunch too! Just check with your Volunteer Concierge Supervisor before collecting from the Food & Beverage Supervisor.
- Report all incidents and questions to your Volunteer Concierge Supervisor, no matter how small it may seem.
- Refer any medical situations to the St. John's Ambulance First Aid station and any unsafe situations to Security.
- **Refer any unsafe concerns, to your Supervisor, St John Ambulance or Security immediately.**