

WORKFORCE COORDINATOR

The Lorna Jane Queensland Firebirds are looking for a friendly, reliable and punctual member of our purple community who will work with poise in high pressure situations as a Workforce Coordinator for the 2020 Suncorp Super Netball season. Candidates need to confidently work to a strict timeline, work within a team environment and be a friendly face to welcome our volunteers on game day.

Position Description

Ensure that volunteers are welcomed, signed in and sent out to their respective Managers to be briefed for their tasks that day.

Applicant Requirements:

- Minimum age of 18 years old.
- All volunteers aged 18 or over must adhere to the requirements of holding a current blue card. If you don't currently hold a valid blue card, please see the following website for further information and how you can obtain one:

<https://www.bluecard.qld.gov.au/applications/applications.html>

Availability:

The Workforce Coordinator must be available on the following dates,

Date	Round	Match	Venue
Sunday 10 May	2	1:00pm	Nissan Arena
Saturday 23 May	4	3:00pm	Nissan Arena
Sunday 7 June	6	1:00pm	Nissan Arena
Saturday 20 June	8	3:00pm	Nissan Arena
Sunday 12 July	10	3:00pm	Nissan Arena
Saturday 25 July	12	3:00pm	Nissan Arena
Saturday 1 August	13	3:00pm	Nissan Arena

Report Relationships

Reports to the Event Coordinator and Event Manager.

Key Responsibilities

Pre-Match:

- To arrive at venue 1hr 30mins before the start of the game.
- Sign in and check in with Event Coordinator.
- Ensure clipboards are ready and assembled for:
 - Front of House Supervisors (2)
 - 1 x Run Sheet
 - 1 x Front of House Brief
 - 1 x Seating Map
 - Back of House Manager and Assistant (2)
 - 1 x Run Sheet
 - 1 x Back of House Brief
 - 1 x Catering Requirements
 - 1 x Beverage Requirements
 - 1 x Ice Delivery Requirements
 - 1 x Towel Requirements
 - Team Liaison Officer (2)
 - 1 x Run Sheet
 - 1 x Key Timings Run Sheet (Team)
 - 1 x Back of House Brief
 - 1 x Catering Requirements
 - 1 x Beverage Requirements
 - 1 x Ice Delivery Requirements
 - 1 x Towel Requirements
 - Umpire Liaison
 - 1 x Run Sheet
 - 1 x Back of House Brief
 - Workforce Coordinator
 - 1 x Run Sheet
 - 1 x Front of House Brief
 - 1 x Back of House Brief

During Match:

- Assist Front of House team to pack down the plaza and concourse.
- Sign out all Front of House team volunteers and collect accreditation.
- Check in with Back of House team and assist if required.

Post-Match

- Sign out all volunteers and collect accreditation.

If you think you're the perfect fit to be Workforce Coordinator, register your interest via the [**FIREBIRDS VOLUNTEER APPLICATION FORM**](#).