

Volunteers

Volunteers are the face of the Africultures Festival and play an important role in not only making the festival possible but also engaging and interacting with its general public.

This is a unique opportunity for anyone interested to learn more about African cultures and interactive with its community.

Volunteer rights and responsibilities

Rights

- A clear volunteer position description
- Be valued and treated as a co-worker
- Sound guidance and direction
- Have access to a grievance procedure
- Orientation and on the job training as necessary
- Fair treatment and to be respected as a person
- To be listened to
- Safe working environment; adequate tools and equipment
- Insurance protection
- Knowledge about Africultures festival
- Not to be exploited, given tasks that no one else wants
- Have service appropriately assessed and recognised

Responsibilities

- Take the job seriously, and behave responsibly
- Complete agreed tasks
- Accept support and supervision
- Work as a team member
- Be punctual and reliable – to contact with as much notice as possible if unable to attend
- Be loyal to the organisation
- Undertake required training provided
- Observe the Code of Conduct, Work Health & Safety policies and Privacy Law in relation to the organisation, other staff, volunteers and clients

VOLUNTEER POSITIONS

Survey Assistant

Job description:

Collect feedback information from stallholders and visitors during the festival

Responsibilities:

- Conduct on-field survey and record

Requirement

- Excellent interpersonal and communication skills
- Verbal and written skills
- Outgoing personality

Fundraising Assistant

Job description:

Encourage people to give gold coin donations during the festival

Responsibilities

- Work around the festival grounds seeking gold coin donations from festival guests

Requirements

- Excellent customer service skills
- Outgoing personality
- Some knowledge about Africultures (background will be provided)
- Excellent interpersonal skills

Stages Assistant

Job description:

Assist Stage Manager(s) in all stage duties

Responsibilities

- Register name of performer
- Coordinate & collect Performer's USB / music for the performance
- Ensure each performer / group arrives on time
- Assisting the MC & DJ
- Secure the stage and change room areas

- Moving instruments on / off the stage (if required)

Requirements

- Good communication skills
- Outgoing personality
- Ability to lift heavy and carry heavy loads- Manual Handling training provided

Waste & Recycling Heroes

Job description:

Maintain each area clean and tidy

Responsibilities

- Set up recycling stations with bins and signage
- Empty bins on a regular basis
- Ensure bins don't overflow and cause a mess
- Ensure all tables and chairs are kept clean and in good order
- Assist with waste collection

Requirements

- Excellent interpersonal skills
- Organised and able to multi-task
- Enthusiastic and committed to working hard

Workshops Assistant

Job description:

Assist coordinator and performers to run workshops

Responsibilities

- Flexibility and support for the various workshops
- Support the workshop facilitators prepare the workshop areas

Requirements

- Excellent interpersonal skills
- Outgoing personality
- Organised and able to multi-task

Sports Assistant

Job description:

Assist coordinator by supporting the various people in set-up & pack-up of the various sports happening on the day

Responsibilities

- Support logistics coordinator manage sporting activities
- Look after VIP sports people as instructed

Requirements

- Excellent interpersonal and communication skills
- Ability to stand and walk around the festival grounds a period of time

Fashion Parade Assistant

Job description:

Assist coordinator to conduct the fashion show from the fashion that is presented on that day

Responsibilities

- Register participants and organise the line-up for the stage
- Ensure all participants are gather on time for the stage show
- Liaise with the judges
- Work with the photographer to make sure photos & consents are signed
- Provide winners with their prizes

Requirements

- Self-motivated and able to cope with people who are demand
- Organised and great time management skills
- Must possess fashion flair, background on African fashion trends

Information Tent Assistant

Job description:

Assist coordinator by providing visitors with information, giving directions and answering queries

Responsibilities

- Set up information tent, e.g., putting up posters, maps, signage, etc.
- Respond to the requests for information about the event, the program, directions, etc.
- Maintain the information tent and keep things in order
- Response to enquiries from festival patrons
- Ensure sufficient supply, including handouts, water, stationary, sunscreen, etc
- Support the lost property register by cataloguing items as they are received and following up on items that have been found
- Support to complete any incident
- Liaises with security as needed

- Close up information tent after the event

Requirements

- Experience of customer service
- Organised and able to multi-task

General Event Assistant

Job description:

Assist coordinator by liaising with stallholders and logistics

Responsibilities

- Understand the site plan (site plan will be provided before the festival)
- Be a great communicator with empathy in understanding and dealing and responding to needs and issues for stallholders
- Support different elements of the festival
- Stall holders surveys throughout the day

Requirements

- Self motivated person
- 'Ability to think on your feet'- someone who is able to support the set-up & pack-up of stall holders on the festival day
- Organised, calm and great at managing conflict

Children Activities Assistant

Job description:

Assist coordinator by providing support to the various organisations in set-up & pack-up of the various children activities on the day.

Responsibilities

- Ensure all safety procedures are in place for the children activities
- Good communicator who is able to do the ongoing rounds of the various children activities to make sure all the needs are addressed & everything is going smoothly at the children activities area
- Looking out for lost or distress children on the day
- Organising surveys for each children activity
- Liaises with photographer and organise photos of Children activities
- Keep order and assist children and their parents waiting for turns

Requirements

- Working with children check number supplied on application
- Friendly and welcoming
- Self-motivated and able to interact with the various organisation and people doing the children activities on the day