

## POSITION DESCRIPTION

**TITLE:** Tournament Results Office Assistant - Volunteer  
**DEPARTMENT:** ARU Operations  
**LOCATION:** Tournament Venue – Adelaide Oval  
**REPORTS TO:** Tournament Office Manager  
**START DATE:** Saturday, April 2, 2011  
**END DATE:** Sunday, April 3, 2011  
*(if applicable)*

### Purpose of Role

The Tournament Office Assistant is a volunteer position. You will be responsible for supporting the Tournament Office Manager in the operation of the Tournament Office. You will work to strict deadlines for the production and distribution of competition information. It is a position suitable for someone accustomed to working in a fast paced deadline orientated environment.

### Key Areas of Responsibility

- Assist in the operations of the Tournament Office
- Ensure the accurate and timely distribution of results and team information to constituent groups
- Assist the Tournament Office Manager as required
- Act as a manual results collator as required

### Key Outcomes

- The timely and accurate capture, collation and distribution of agreed match statistics and results to constituent groups

### Knowledge, Skills and Behaviour Required

- Strong and well considered communication skills
- Strong work ethic and an ability to work under pressure
- An understanding and ability to use Microsoft Office Applications
- An ability to take direction and think laterally
- The ability to work as part of a team as well as individually

### Major Interactions

- Contracted Results Provider
- Operations and Media Functional Areas

### Unique Criteria

- The position will involve working Saturday and Sunday with extended working hours on these days.
- Attendance at a Venue and Job Specific Training day in the week commencing March 28, 2011 (Date TBC).
- The Tournament Office Assistant will be provided with a uniform (items and quantities TBC) as well as 2 GA tickets to each day of competition.
- Meals and drinks will be provided on each day of competition as applicable.

