

## Volunteer Position Descriptions

### Theatre Door Keeper

#### Purpose of Role

Delivering a fantastic CVI State Championships occurs with a collaboration of volunteers delivering on duties and responsibilities relevant to their position. Critical to supporting the event are the Theatre Door keepers that assist all audience members and coaches throughout the competition.

#### Reporting Relationships

CVI State Championships Supervisor

#### Nature of Position

Support all participants, coaches, adjudicators and volunteers throughout the competition by providing guidance and direction whilst audience members and teams are accessing the theatre.

#### Duties and Responsibilities

- Be present at venue at least 30 minutes prior to commencement of session.
- Collect badge and program from supervisor
- Open theatre doors 20 minutes prior to commencement of session.
- Carefully check –
  - Ticket box for colour of wristbands for the session. (For elimination heats there will be tickets bearing heat number, these to be handed in when spectators enter. Use for pass out if they have to leave during heat).
  - Each person is "wearing" (not carrying) the correct wristband. Pre-Sold ticket holders will scan ticket and be replaced with wristband.
  - Watch carefully for drinks and food being brought into theatre - bottled water only permitted.
- Competitors must be wearing tracksuit pants and footwear when entering theatre.
- Close doors immediately when the MC announces the next team/competitor.
- Open doors when last team/competitor has left the stage.
- Doors are to remain open when adjudicator is giving results.
- At completion of session, please return badge to supervisor.
- Refreshments for morning/afternoon tea/supper are provided in ticket box.
- Please remember that the theatre cannot be opened until doorkeepers are in position.
- Please watch for mobile phones, cameras and any other electronic recording devices being used when competitors are on stage and request that the person refrain from using the device.

If the person continues to use the device, advise the supervisor and request that the MC makes the appropriate announcement.

#### Qualifications

- Online Education Platform – Door Keeper
- AASC Inclusive Education Course

**Practical Experience**

- Experience across the volunteer roles at local competitions and the CVI State Championships (non-essential).
- Knowledge and understanding of Calisthenics.
- Specific understanding of CVI State Championships competitions processes.
- Demonstrated experience of working with people with a disability (preferred).

**Interpersonal and Communication Skills**

- High degree of competency of oral communication skills.
- Capacity to work independently and as an effective member in the volunteer team.
- High level of interpersonal skills to develop and maintain effective communication with the broad cross section Calisthenic stakeholders.

**Other Skills and Qualities**

- Demonstrated ability to manage multiple tasks
- Ability to motivate volunteers
- Ability to maintain confidentiality and identify with the philosophy of the CVI's mission.
- Ability to solve problems and use initiative.