



FLYING PIG EVENTS



Position Description

Flying Pig Events

Whitehorse FreeZa Committee Member

Coordinator: Whitehorse Youth Services FReeZA Coordinator

Classification: Volunteer

Location: Youth Connexions, Box Hill Central.

Tenure: 12 months

Goal Statement: This position will give committee members the opportunity to organize and provide music, cultural and arts based events for young people aged 12 – 25 in the Whitehorse municipality.

Key Responsibilities:

- Commit to the team for 12 months minimum
- Undertake relevant training and skill development to carry out the role
- Have an understanding of event management and/or a willingness to learn
- Implementation of activities and events relevant and attractive to young people
- Undertake distribution of marketing material to promote events
- Active Involvement in organizing and implementing all FReeZA events unless prevented by illness or other unavoidable circumstance.
- Contribute to meetings, including discussions and completing tasks allocated
- Attendance at fortnightly FreeZa meetings: Minimum of 80%.
- Contribute to meetings including discussions, rotating minute taker and chair person and treasurer roles.
- Respect other committee member's opinions.
- Communicate with coordinators and others in the committee and respond to emails and Facebook communications
- Set goals and identify personal development areas.

Decision Making:

- The position has the authority to carry out approved initiatives by council, young people and youth services staff.
- The position will make decisions and implement actions based on FReeZA 2015 – 2018 Grant, consultations with young people in the municipality, councils “Whitehorse Municipal Youth Plan 2014-2018”, based on the direction of the FReeZA Program Coordinators and the Youth Services Team.

Key Relationships:

- The position will liaise with key stakeholders including; council youth services staff, youth organisations and young people in the municipality, community groups and any relevant parties necessary to carry out set goals and objectives.
- The position is required to maintain professional relationships with council members, youth services staff, youth service organisations and members of the general public.

Skills and Qualities Required:

- Enthusiasm
- Commitment
- Basic understanding of event management
- Willingness to learn
- Understanding and respect of confidentiality

Training / Supervision provided:

- Training in the areas of: event management, stage management, marketing, health and safety.
- Regular and ongoing supervision by youth services staff at all times.

Important Information:

Forms that must be completed before commencement of role:

- Indemnity form
- Volunteer registration form
- Corporate Compliance and Welfare Awareness Program

Please note:

- It is a requirement that all FreeZa volunteers over the age of 18 hold a valid Working With Children Check
- It is a requirement that all FreeZa volunteers over the age of 16 undergo a National Police Criminal History Check.
- It is expected that if a committee member is experiencing difficulty in continuing with FreeZa that they approach the coordinator as soon as possible to discuss options.

