



NATIONAL CENTRE OF  
**INDIGENOUS** EXCELLENCE



**We all Stand on  
Sacred Ground:**

Learn, Respect & Celebrate

5 - 12 JULY 2015

## **NAIDOC Week 2015 Inner City Family & Sports Day**

**Friday 10th July, 2015**

**10:00am - 4:00pm**

**National Centre of Indigenous Excellence**

**180 George Street, Redfern**

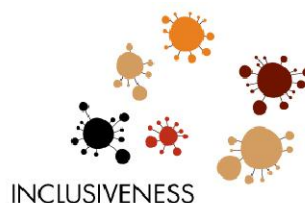
### **Volunteer Application Form**

To celebrate NAIDOC Week 2015, the Inner City NAIDOC Week Community Committee is holding the **Family & Sports Day on Friday, 10<sup>th</sup> July from 10:00am to 4:00pm at the National Centre of Indigenous Excellence, Redfern.**

The NAIDOC Family & Sports Day is the signature event for NAIDOC celebrations in the inner city of Sydney and has been running in the local area for over 20 years.

The event includes performances by local and national artists, Indigenous Excellence talent quest, kid's rides, arts & craft and cultural activities, face painting and a Free BBQ. The event is expecting between 2000 and 4000 visitors on the day.

Volunteers are a vital part of the NAIDOC Family & Sports Day and provide a number of valuable skills and experiences to support the NAIDOC Committee to deliver an enjoyable and worthwhile experience for all.



# Volunteer Roles

There are a number of volunteer roles available including setting up on the morning of the event, assisting with activities, distributing programs, looking after guests and performers and supervising areas such as kids corner activities and entry gates, to name a few.

## Times

NAIDOC offers 2 volunteer opportunities for the day:

1. 8:00am to 2:00pm (50 volunteers)
2. 2.00pm to 6.00pm (50 volunteers)

## Induction/Orientation

An induction/orientation will be held prior to the event to brief volunteers on:

- Background of Event
- Site Plan
- Communication flow and NCIE point of contact
- Role descriptions and areas of responsibility
- First aid & emergency management
- Run sheet and program
- Wet weather contingency plan

All volunteers are **required** to attend an induction prior to the event. Once you have completed the volunteer enquiry form, you will be contacted about attending an induction session.

## Wet Weather

In the event of rain, all volunteers are to contact the NAIDOC Programs Manager April Long on 0412 206 205. Alternatively, a notice will also be placed on the NCIE website and Facebook page. Only extreme weather will prevent the event from going ahead.

## Smoke, Drug & Alcohol Free Area

The National Centre of Indigenous Excellence is a smoke, drug and alcohol free area. We ask all visitors who smoke to do so outside of centre grounds.

## Parking

On street parking is available. Two hour parking is available on George Street and all day parking is available on Phillip Street. Volunteers are encouraged to arrive early to ensure parking is available or to take public transport.

## Role Descriptions

Some of the activities you might assist include the following:

Role	Duties	Number of Volunteers
Setting up	Assist staff in setting up for the event. <ul style="list-style-type: none"><li>• Stall set up.</li><li>• Activity set up</li></ul>	<ul style="list-style-type: none"><li>• 20 volunteers</li></ul>
Packing up	Assist staff in packing up after the event.	<ul style="list-style-type: none"><li>• 20 volunteers</li></ul>
Stage Assistant	Assist guests and performers onto stage.	<ul style="list-style-type: none"><li>• 5 volunteers</li></ul>
Elders Assistant	Area Assist with the running of the Elders Area/Lunch. <ul style="list-style-type: none"><li>• <i>It is preferable to have Indigenous applicants for this position.</i></li></ul>	<ul style="list-style-type: none"><li>• 10 volunteers</li></ul>
Stall Assistant	Assist with stall requirements throughout the day.	<ul style="list-style-type: none"><li>• 10 volunteers</li></ul>
Cleaning/ Maintenance	Assist with keeping the NCIE's grounds and facilities in a presentable manner throughout the day.	<ul style="list-style-type: none"><li>• 15 volunteers</li></ul>
Concierge	Direct visitors throughout the centre and improve traffic flow.	<ul style="list-style-type: none"><li>• 10 volunteers</li></ul>
BBQ Assistant	Assist NCIE staff provide a BBQ for community	<ul style="list-style-type: none"><li>• 40 volunteers</li></ul>
Donations Collector	Encourage community members to donate to the Excellence Fund. <ul style="list-style-type: none"><li>• Money handling is required.</li><li>•</li></ul>	<ul style="list-style-type: none"><li>• 10 volunteers</li></ul>
Popcorn Machine		<ul style="list-style-type: none"><li>• 3 Volunteers</li></ul>

# Expression of Interest

## Personal Information

NAME \_\_\_\_\_

ORGANISATION/BUSINESS NAME (IF APPLICABLE) \_\_\_\_\_

ADDRESS \_\_\_\_\_

SUBURB \_\_\_\_\_ POST CODE \_\_\_\_\_

PHONE (H) \_\_\_\_\_ (W) \_\_\_\_\_ (M) \_\_\_\_\_

DOB \_\_\_\_\_ GENDER \_\_\_\_\_

EMAIL \_\_\_\_\_

EMERGENCY CONTACT \_\_\_\_\_ PHONE \_\_\_\_\_

## Volunteering Opportunities

AREA OF INTEREST (PLEASE TICK WHICH AREA YOU ARE INTERESTED IN)

- |   |  |                                       |                                       |
|---|--|---------------------------------------|---------------------------------------|
| <input type="radio"/> SETTING UP            | <input type="radio"/> PACKING UP               | <input type="radio"/> EVENT ASSISTANT | <input type="radio"/> STAGE ASSISTANT |
| <input type="radio"/> ELDERS AREA ASSISTANT | <input type="radio"/> CLEANING AND MAINTENANCE | <input type="radio"/> AREA SUPERVISOR | <input type="radio"/> CONCIERGE       |
| <input type="radio"/> STALL ASSISTANT       | <input type="radio"/> DONATIONS COLLECTOR      |                                       |                                       |

DESCRIPTION OF SKILLS/RELEVANT QUALIFICATIONS \_\_\_\_\_

AVAILABILITY (PLEASE TICK WHICH HOURS YOU ARE AVAILABLE)

- 8:00AM – 2:00PM       2:00PM – 6:00PM

PLEASE NOMINATE A SUITABLE DAY/TIME FOR YOUR INDUCTION: (YOU MUST ATTEND AN INDUCTION PRIOR TO THE EVENT)

- Tuesday 23<sup>rd</sup> June 6.00pm-7.00pm       Wednesday 24<sup>th</sup> June 5.00pm-6.00pm       Thursday 25<sup>th</sup> June 1.00pm-2.00pm

I HAVE ATTACHED A COPY OF A COMPLETED NSW WWCC FORM:

- YES       NO

I HAVE ATTACHED 100 POINTS OF I.D.:

- YES       NO

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

**Please Return Application to:**

April Long

Programs Manager

National Centre of Indigenous Excellence

Phone: 0412206205

Fax: (02) 8094 2555

Mail: PO Box 3093, Redfern NSW 2016

Email: [april.long@ncie.org.au](mailto:april.long@ncie.org.au)