

POSITION DESCRIPTION

BUILDING VOLUNTEER

Building Volunteer reports to	Precinct Manager + Assistant Precinct Manager
Role Type	Volunteer
Shift Length	Half Day (either Saturday 24th or Sunday 25th)

The Position

Since 2008, the **Open House Melbourne** Weekend has quickly grown to become one of Melbourne's most widely attended cultural events. With over 100 buildings opening their doors to visitors from across the state, Open House is a much-loved annual event. None of this would be possible without our passionate volunteers.

Volunteers are the backbone of the Open House model. Without your generous support, our programs simply could not run. The public's primary interaction with Open House is you! Your passion and enthusiasm for the program ensure a successful day for all.

Open House Volunteers are vital for ensuring visitors have the best possible experience by providing building access, tour guidance and answering questions.

Position Responsibilities

1. Preparation

Each Open House Volunteer will be allocated one building to complete your shift. You will receive your building allocation in the weeks leading up to the weekend. It is expected that you will:

- Research your building with the details provided on the Open House website; as well you may wish to research additional history and the significance of your building.
- Understand your building's location within the Precinct, the neighbouring Open House buildings and other offerings in the Precinct.
- Confirm your shift when contacted by the Precinct Manager in the days prior to the Weekend.
- Attend Building Volunteer Online Evening training session Tue 13 Jul (not mandatory but useful for first years!)
- Mandatory ONLINE training documents to be completed no later than Mon 12 Jul:
 - Complete read-through of Volunteer Handbook 2021.
 - Complete and understand COVID Safety and Marshalling online certifications (approx 20-30 minutes).

2. On the day

Most importantly, the success of the Open House Weekend relies on you completing your shift and being prepared for both the visitors and the weather, and with an enthusiastic attitude. In addition, you are expected to:

- Communicate, including confirming your arrival to your building with your Precinct Manager or Assistant Precinct Manager.
- Be aware of any incidents/concerns and report to your Precinct Manager.
- Be friendly and welcoming to visitors, fellow Volunteers and building staff.

- Follow infection control guidelines set out in the Volunteer Handbook.

Responsibilities may include:

- Ensuring all visitors check-in using a contact tracing QR code.
- Counting visitors to your building and reporting to Precinct Manager or Assistant Precinct Manager at the end of your shift.
- Queue management
- Promotion of nearby Open House buildings and other program elements.
- In the case of emergency, call 000 before notifying your Precinct Manager or the Open House office.

Staying

COVIDSafe

We are working closely with the Victorian Government and Department of Health to deliver a COVIDSafe event. The wellbeing of our Volunteers, Staff and Patrons remains one of Open House Melbourne's priorities, and we have put in place comprehensive measures to comply with the current Victorian Government Guidelines and current public health advice.

We thank you for being part of Open House Melbourne. It is largely a volunteer-run event, now with an expanded year-round program, including regions outside of Melbourne. As a continuously growing, highly valued Victorian event, there will exist further opportunities to volunteer throughout the year.