

Precinct Manager

Key Dates + Day on a Page

Date	Task
Sat 25 May	Precinct Manager and Assistant Precinct Manager Group Interviews
Thurs 20 June	Precinct Manager and Assistant Precinct Manager Training and Get Together
Sat 13 July	Volunteer Training Day
Mon 22 July – Wed 24 July	<ul style="list-style-type: none">Reach out to Volunteers assigned to your precinct to check their shift + attendance.Confirm your findings with the Precinct Manager Team Leader.
Wed 24 July – Fri 26 July	<ul style="list-style-type: none">Reach out to the Assistant Precinct Manager and discuss the strategy for the Open House Weekend; Include meeting location, communication plans, Building and Volunteer visits and troubleshooting issues.Ensure you have access to Deputy, Airtable Reporting, Essential Contact Details.
Sat 27 + Sun 28 July	Open House Weekend
Wed 7 Aug	Submit Precinct Manager Report
Friday 16 Aug	Volunteer Thank You Drinks!

Day on a Page:

On your assigned day, you will be the main point of contact for all Volunteers assigned to your Precinct. It is your responsibility to ensure all concerns are handled and that all updates are communicated through to the Precinct Manager Team Leader or to the Open House Office. It is expected that you will:

- Meet with the Assistant Precinct Manager (if assigned) at a predetermined building/location.
- Check in with the Precinct Manager Team Leader via text/phone prior to the weekend.
- At the beginning of the morning and afternoon shifts:
 - Check-in with Volunteers and record Volunteer attendance and note any no-shows' names and reasons for not reporting for their shift.
 - Manage any shortfalls by deploying Roving Volunteers between buildings and notify the Precinct Manager Team Leader of your shortfall position.
- Throughout the day:
 - Once organised, visit each of your buildings and check with the morning Volunteers and Building Host that everything is proceeding to plan. Your volunteers will appreciate your visit!
 - Introduce yourself to Building Managers. Elicit feedback, answer questions and address any concerns within your capacity. Refer any notable issues to the Precinct Manager Team Leader or to the Open House office immediately or during post-event evaluations as appropriate.
 - Liaise with the Precinct Manager Team Leader and Precinct Managers from Neighbouring Precincts to assist or request assistance.
 - Assist Building and Roving Volunteers where necessary at any busy buildings.
- At the end of the shift:
 - Ensure all Volunteers complete their shift reports. Follow up via text or phone where necessary.
 - Provide any positive and/or negative feedback to the Precinct Manager Team Leader to assist in future events.