

Info Hub Volunteers

Key Dates and Day on a Page

Date	Task
Sat 13 July	Volunteer Training Day
Sat 27 + Sun 28 July	Open House Weekend
Fri 16 Aug	Volunteer Thank You Drinks!

Day on a Page:

On your assigned day, you will be one of the main points of contact for Open House inquiries about programming, buildings and Collaborators. It's important to ensure you provide all Open House visitors with up to date, accurate information about any inquiries they may have.

- Arrive at your shift on time
- Ensure you are wearing your Open House Melbourne pink vest.
- Start your shift in deputy. If you are volunteering at the Info Hub in the lead up to the Weekend, message the OHM Staff number, or if you are volunteering on the Weekend message the City of Melbourne Precinct Manager to let them know you have arrived (Make sure you include your name and location)
- Open the Open House Info Hub and ensure all equipment and resources are set up for the day. Be sure to contact OHM Staff or the City of Melbourne precinct Manager if any issues arise.
- Once you arrive at the Info Hub introduce yourself to your fellow Volunteers.
- Inform visitors of nearby programming and provide relevant information when requested.
- Receive donations from visitors.
- At the end of your shift, let OHM Staff or the City of Melbourne Precinct Manager know that you have concluded your shift and conducted a handover with the next shift of volunteers.
- End your shift in deputy.
- Pat yourself on the back for a job well done!

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 be further opportunities to volunteer throughout the year.