



VOLUNTEER ROLE DESCRIPTION

Campground Coordinator

Reviewed: November 2023

Responsible to: Site Manager, Festival Director, Ticketing Manager, Volunteer Manager	
Position Requirements: Good communication skills Ability to meet challenges quickly & effectively	
Volunteers Assigned to Role: As required for Camping check-in	
November	<ul style="list-style-type: none"> Engage with the Nannup Music Club & the Nannup Golf Club about the Memorandum of Understanding. Review the Campground Coordinator report from previous festival and list items to be followed up.
December	<ul style="list-style-type: none"> Liaise with Volunteer Manager regarding extra Volunteer needs at the Campground from Friday from 8am until 6pm. Other Volunteers to be provided by Nannup Golf Club (assure this is being covered and the Volunteer Manager has the list of names).
Throughout January	<ul style="list-style-type: none"> Communicate with the various stakeholders to ensure that points from the MOU are being actioned. Identify if any goals cannot be met and devise an alternate course of action. Suggest getting a nominated contact person from the Golf Club who is available over the Festival and a 2IC for them if they become unavailable Communicate with the Ticketing Manager and Golf Club staff to clarify all needs for the festival campground. Liaise with the Bus Manager about procedures. Create/review checklist for future reference.
From early February	<ul style="list-style-type: none"> Liaise with Festival Director and Operations Officer to check that all is in order and get any necessary procedures, maps, logistic orders documented, including bus signage, bus marquee, street signage etc. Establish a connection and understanding with Nannup Shire Ranger. Assure provision of A3 map (as a reference point) from NMC Office
Tuesday prior to festival	<ul style="list-style-type: none"> See that all equipment arrives and is allocated in correct space Confirm with Ticketing Manager the arrangements for ticket scanning/sales for Friday morning.

	<ul style="list-style-type: none"> • Communicate with Ranger and be sure to have each other's contact. • Confirm that the Golf Club would be providing Volunteers and when they would be rostered on.
Wednesday Prior	Liaise with Nannup Golf Club about Volunteers arriving to camp from Wednesday
Thursday prior	Pick up all items from the festival HQ.
Thursday prior	Be sure to have contact numbers for anyone relevant to Camp areas i.e.: Wardens, Cleaners, Managers, Logistics, Glamping, Site Manager
Friday am	Confirm all ok for 9 a.m. opening and be onsite to tackle earlier arrivals
Friday am	Induct Festival Campground cleaners team
Friday - Monday	Be point of contact if needed for anything related to festival camping
Post Festival	Submit Coordinator report for debrief

Compensation and perks:

Honorarium: \$300

Festival pass: x 2

Camping pass: x 2

T-shirt: x 1