

POSITION DESCRIPTION



Role Title

Mudbash Activities
Assistant

ROLE REPORTING INFORMATION

Positions Reporting to this role
This Role Reports to
Executive Reporting

Not Applicable
Mudbash Activities Manager
Mudbash Vice Chairman

ELIGIBILITY

- The position of Mudbash Activities Assistant shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Assist the Activities Manager in the undertaking of their duties and responsibilities.
- Working with the Activities Manager, design all non-motorsport related activities for the event, both onsite and offsite.
- Working with other departments, design all Mudbash Open Day activities (non-motorsport).
- Source equipment and materials required to run the designed activities.
- Attend monthly committee meetings as required.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Working with the Activities Manager, draft a budget for all activities occurring.
- Provide vendor quotes and costs to the Activities Manager.
- Spend within the agreed department budget, except where approved by the Activities Manager.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Act on decisions made by the represented rovers at the event forum.

At Mudbash

- Assist the Activities Manager in the undertaking of their duties and responsibilities.
- Set up and run all onsite activities.
- Set up and run all open day activities.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Provide support to other departments as required where there are no conflicts with their role.
- Communicate effectively with other departments, ensuring that tasks are identified, planned for, responsibility assigned and executed.

After Mudbash

- Pack up all activities, ensuring all equipment is returned and unused materials stored for future use.

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- Attend at least 1 Post Mudbash Working Bee, assisting with the pack up of the venue after the event.
- Ensure all invoices are finalised and provided to the Activities Manager.
- Attend the event forum, listening to the feedback provided by Rovers.

DESIRED SKILLS

- Creativity
- Communication
- Time Management
- Self-Motivated
- Interpersonal and relationship building skills
- Able to work as part a team to accomplish tasks.
- Occupational Health & Safety risk mitigation & reporting.

Feedback

Role Title	Mudbash Activities Assistant
Comments	
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