



Position Description	
<b>Position Title:</b>	Volunteer Ballkid Team Leader
<b>Responsible to:</b>	Event Manager
<b>Staff Supervision:</b>	Event Manager
<b>Relationship with:</b>	Court Services Team Leader, Court Supervisor
<b>Status:</b>	Volunteer / Rostered
<b>Volunteer Period:</b>	4 – 18 January 2020 (some prior work days/trainings required)

### Key Responsibilities

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- Report 30 minutes prior to your shift time to the Ballkid Lounge for check-in with Event Manager.
- Be a point of contact for parents and assistant ballkid team leaders.
- Work with the ASB Classic Team to run 3 Ballkid Training Sessions (late October/ early November).
  - Speak with the kids, make them feel welcome and comfortable, and explain what they will be doing and expectations of behaviour
  - Observe the kids for performance, behaviour, and general health + safety watch

**Note:** Training sessions will be run by someone else. The Ballkid Leader and ASB Classic Event Manger will check kids in, explain the standard of behaviour and be on standby for observation and in case of emergency.

- Help finalise acceptance list for Ballkid participants.
  - Training session leader will assist with this process.
- Roster Ballkid teams for each day/night session (November deadline, after trianings)
- Assist with organisation/distribution of Ballkid uniforms + tournament accreditations (early December).
- Work with team of support leaders to coordinate Ballkids at all tournament day/night sessions.
  - Shifts are typically shared among a team of assistant leaders to make life a little easier.
- Assist with player appearances and distributing incentives to Ballkids.

### Behaviours & Attributes

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- Excellent communication and interpersonal skills.
- Demonstrate the ability to maintain confidentiality.
- Ability to work effectively with fellow team members and contribute to a positive work environment.
- Ability to remain calm and maintain control in stressful situations.
- Self-motivated with the ability to work under minimal supervision and collaborate in a team.
- Ability to respond promptly and courteously to a range of requests and tasks.
- Comply with the tournament standard of grooming and uniform presentation.

### Special Requirements

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- Must **be over the age of 18 years.**
- Experience working with children and tennis knowledge *preferred*.
- Comply with allocated roster shifts throughout the fortnight.
- Flexibility with regard to working hours and availability during the tournament period (this includes the Christmas and New Year holiday period).
- Compulsory attendance required at Ballkid Training sessions and a Volunteer Briefing Session held in December 2019.
- Must submit a criminal check at the request of Tennis Auckland to the Ministry of Justice.
  - **Note:** Evidence of a clean criminal check within the past 3 years will be accepted in lieu of a new application.