



Position Description	
Position Title:	Driver
Responsible to:	Transport Team Leaders/Megan Jakoby
Relationship with:	Transport Team Leaders
Staff Supervision:	Megan Jakoby
Status:	Volunteer / Rostered
Volunteer Period:	26/12/2018– 13/01/2019

Key Responsibilities

Working as part of the Transport Operations team in providing transport services, including but not limited to:

- Complete compulsory interview process for role.
- Provide a professional, customer-focused transportation service to players, coaches and guests to and from the airport, official player Hotel, tournament venues and any other destinations required.
- Adhere to the Tournament policies and procedures.
- Assist with deliveries and errands for the tournament office.
- Report any tournament-related issues and significant incidents to the Transport Manager.
- Check vehicles for fuel, damage and cleanliness prior to commencement of shift.
- Ensure that the interior and exterior of the vehicle is clean and tidy prior to commencement and at the end of each shift.
- Maintain player and tournament-related confidentiality at all times.

Behaviours & Attributes

- Establish and maintain a positive attitude and working relationships with co-workers, supervisors and staff.
- Able to take directions and willing to learn different processes in place.
- Interact positively with a diverse range of people from different backgrounds.
- Demonstrate the ability to remain calm and maintain control in stressful situations.
- Demonstrate self-motivation with the ability to work under minimal supervision.
- Flexible and adaptable to varying tasks and changing requirements of the area.
- Committed and dedicated to the requirements of the tournament.
- Comply with the Tournament standard of grooming and uniform presentation.

Knowledge & Skills

- Sound knowledge and previous experience of driving in Auckland CBD and surrounds.
- Ability to maintain rapport and meet the needs of the customers from a variety of backgrounds.
- Excellent communication and interpersonal skills.
- Demonstrate the ability to maintain confidentiality.

-CONTINUE READING-



Special Requirements

- Must be interviewed by tournament management and accepted in role.
- Must hold a **valid New Zealand drivers licence, with at least three years driving experience & be over the age of 25years.**
- Comply with allocated roster. Operational days are broken up into shifts (morning, afternoon and evening), all of which are approximately 5 hours in length.
- Flexibility with regard to working hours and availability during the tournament period
- Compulsory attendance required at the Volunteers Training and Briefing Sessions scheduled during September to December 2018.
- Must submit a criminal check at the request of Tennis Auckland to the Ministry of Justice.