

Commonwealth Youth Games Volunteering Team
Isle of Man 2011
Job Description

Job Title: Transport support

Category: Transport

Location: Villa Marina Arcade

Organising Committee Representative: Ian Longworth

Job Purpose:

To support the Transport co-ordinator, based in The Games Control, Villa Marina Arcade, as required.

Main duties and key responsibilities:

- Provide support for the transport co-ordinator and his delegated designate as required.
- Based on the Transport desk in the Villa Marina Arcade.
- To man the phone and take VIP/ mini-bus/ fleet car bookings.

Key skills or experience required:

- clean driving licence (no previous convictions for dangerous or drunken driving)
- Organised and personable
- Calm under pressure

Health and Safety

The volunteer fulfilling this role will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks to The Games Office.

Reporting Framework

The volunteer will report directly to the Transport Co-ordinator, and liaise with Volunteering Committee, and Organising Committee of the Commonwealth Youth Games 2011.

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Job Description

Job Title: Boat Bus co-ordinator

Category: Transport

Location: Douglas Sea Terminal

Organising Committee Representative: Transport Co-ordinator

Job Purpose:

To co-ordinate the disembarkation of nations from boats, by nation, and transfer to bus transport for Hotel

Main duties and key responsibilities:

- to liaise with the steam packet for disembarkation of nations from boats
- to liaise with bus drivers to prepare transport for nations to hotels
- to liaise with bus support to help nations disembark boat and alight correct bus

Key skills or experience required:

- excellent co-ordination skills

Health and Safety

The volunteer fulfilling this role will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks to The Games Office.

Reporting Framework

The volunteer will report directly to the Transport Co-ordinator, and liaise with Volunteering Committee, and Organising Committee of the Commonwealth Youth Games 2011.

**Commonwealth Youth Games Volunteering Team
Isle of Man 2011
Job Description**

Job Title: Boat Bus support

Category: Transport

Location: Douglas Sea Terminal

Organising Committee Representative: Transport Co-ordinator

Job Purpose:

To work boat side to direct arriving nations from boat to buses, as directed by the bus co-ordinator

Main duties and key responsibilities:

- to liaise with bus co-ordinator to help nations disembark boat and alight correct bus

Health and Safety

The volunteer fulfilling this role will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks to The Games Office.

Reporting Framework

The volunteer will report directly to and receive support from the Bus Co-ordinator, Volunteering Committee and Organising Committee of the Commonwealth Youth Games 2011.