

Fact sheet



G20 Leaders Summit Volunteer Program

Join the volunteer team that will help deliver the G20 Leaders Summit this November.

WHAT IS THE G20 LEADERS SUMMIT?

The G20 is a forum for leaders from the world's 20 largest developed and emerging economies and the Leaders Summit will be held at the Brisbane Convention and Exhibition Centre on 15 and 16 November 2014.

The G20 Leaders Summit will be the most significant meeting of world leaders that Australia has hosted.

WHAT IS THE PURPOSE OF THE VOLUNTEER PROGRAM?

Like many major events, volunteers will be essential to the success of the G20 Leaders Summit. That is why the G20 Taskforce, in partnership with Volunteering Queensland, is looking to recruit up to 700 dedicated volunteers to assist us.

WHO ARE WE LOOKING FOR?

We are looking for members of the Australian public who have the time, dedication and enthusiasm to volunteer at this major event. As a G20 Volunteer you will be the **FACE** of the Summit:

- ▶ Friendly
- ▶ Adaptable
- ▶ Committed
- ▶ Enthusiastic



WHAT ROLES ARE AVAILABLE?

We are looking for people who can excel in the following roles:

- ▶ Accreditation Assistants
- ▶ Load Zone Assistants
- ▶ Hotel Information Desk Assistants
- ▶ Media Assistants
- ▶ Transport Information Assistants
- ▶ Volunteer Assistants

WHAT IS THE COMMITMENT OF A G20 LEADERS SUMMIT VOLUNTEER?

Our volunteers will need to commit to at least six shifts between 10 and 17 November 2014 and should be prepared to work irregular hours including weekends and public holidays.

Shifts may start early in the morning or finish late at night.

As a volunteer you will be required to attend three mandatory training sessions to ensure you are equipped with the information necessary to perform your role. All volunteers must be available to attend the following:

Requirement	Date	Duration
Orientation session	End of July	1 to 2 hours
General induction and role-specific training	October	1 day
Uniform and Accreditation collection	Early November	30 minutes to 2 hours
Venue specific training	Early November	Half day
G20 Leaders Week	10 – 17 November *	7 – 10 days
Post-event debriefing session (not mandatory)	November, post summit	Half day

*Some volunteers will be required outside of these dates from late October 2014.

HOW DO YOU BECOME A G20 LEADERS SUMMIT VOLUNTEER?

STEP 1

Apply for a role that interests you and matches your skill set. Recruitment of our volunteers will begin in late April 2014. You can start the recruitment process by visiting the G20 Australia website at www.g20.org.

STEP 2

Volunteering Queensland will contact you advising the outcome of your application and if successful, an invitation to schedule a telephone interview.

STEP 3

Volunteers will be interviewed initially by phone and then, if successful, face-to-face. It is important that you make time to attend this interview. The interviews will be the final formality of the recruitment process. Interviews will take place from May through to June 2014.

STEP 4

At the end of June the recruitment process for the G20 Volunteers will conclude. All shortlisted applicants will be notified via mail from Volunteering Queensland by mid-July or early August 2014. In order to proceed through to recruitment, shortlisted applicants must complete the accreditation process.

STEP 5

All volunteers will go through an accreditation process to ensure their safety and security at the event. The accreditation process consists of three stages – recognition, acceptance and approval. Further information will be distributed to shortlisted individuals prior to the commencement of the accreditation process. Not all shortlisted volunteers who pass accreditation will be appointed to a volunteer role.

STEP 6

Orientation Sessions will be held in July. These sessions will be held on several dates (both weekdays and weekends) at various times to accommodate varying schedules. Attendance is mandatory and non-attendance will result in termination of the application.

STEP 7

In September 2014, applicants will be officially informed of the outcome of their application and if successful provided with a duty statement of their position for the Summit and officially become a part of the G20 Leaders Summit Volunteer Program and a valuable member of the G20 Taskforce team!

WANT MORE INFORMATION?

If you would like more information please call Volunteering Queensland on **(07) 3002 7600**, email events@volunteeringqld.org.au or visit www.g20.org.