

Duty Statement

WORLD SOLAR CHALLENGE SCRUTINEER / ADMINISTRATION ASSISTANT

Definition

The Scrutineering Assistant administers the scrutineering process at the scrutineering/registration location in Darwin.

The Administration Assistant assists the Darwin Event Office with General Administration duties.

Duties

The Scrutineer Assistant administers the scrutineering process by observing and recording all pertinent actions, including obtaining measurements and keeping records of the team to which they have been assigned.

Assists the Event Management team with administration and general duties in the Darwin event office.

Qualifications

Engineering / technical / past participation.

Basic administration qualifications/ past participation.

Supervision

Scrutineer Assistants are under the control of the Chief Scrutineer while performing scrutineering duties.

Administration Assistants are under the control of the Event Coordinator while performing administration duties.

Tenure

Appointment of "Scrutineering/Administration Assistant" status commences at sign-on in Darwin (20th October) to the Official Start (25th October).

Accommodation

Volunteers working in the scrutineering or administration team will receive 4 nights backpacker style accommodation from Tuesday 20th October.

Individuals wishing to make alternative arrangements may do so at their own cost, make their own arrangements and but inform their supervisor of these alternative arrangements.

Entitlements

Each Official Scrutineer/Administration Assistant will be provided with:

- Uniform polo shirt.
- A hat and sunscreen.
- Opportunity to purchase additional shirts/merchandise at cost.
- Invitations to official functions.