Open Day - Help Point Ambassador Role Description

The Day: UWA Open Day held on Sunday 13th August 2017

Ambassadors need: Enthusiasm, punctuality, friendly outgoing disposition and organisational skills

Position Type: Voluntary

Time commitment: Help Point Ambassadors will be notified of their roster for Open Day at the training session. Please check your roster in your pack for details. Please ensure you arrive ready to start at the rostered time on Open Day.

Scope of role: Help Point Ambassadors are required to:

- Attend their allocated training session
- Read all material contained in the training pack before Open Day
- Report to their allocated Help Point on UWA Open Day on Sunday 13th August 2017
- Wear their allocated T-Shirt and name badge
- Stay at their allocated Help Point for the duration of the shift
- Answer visitor queries accurately or direct them to a person who can
- Direct people around campus to appropriate venues
- Distribute programmes and other event information/ promotional material
- Promote the programme and events during the day
- Act as a positive ambassador for UWA

Recognition: Help Point Ambassadors will receive a letter of gratitude from the University for their contribution to Open Day in 2017. All Help Point Ambassadors will go in the draw to win a prize which will be drawn at the Wrap Up event after Open Day. Details of this event will be provided at the briefings.