

Assistant Precinct Manager

Key Dates and Day on a Page

Date	Task
Sat 25 May	Precinct Manager and Assistant Precinct Manager Group Interviews
Thurs 20 June	Precinct Manager and Assistant Precinct Manager Training and Get Together
Sat 13 July	Volunteer Training Day
Mon 22 July – Wed 24 July	<ul style="list-style-type: none">Reach out to Volunteers assigned to your precinct to check their shift + attendance.Confirm your findings with the Precinct Manager Team Leader.
Wed 24 July – Fri 26 July	<ul style="list-style-type: none">Reach out to the Assistant Precinct Manager and discuss the strategy for the Open House Weekend; Include meeting location, communication plans, Building and Volunteer visits and troubleshooting issues.
Sat 27 + Sun 28 July	<ul style="list-style-type: none">Ensure you have access to Deputy, Airtable Reporting, Essential Contact Details.
Wed 7 Aug	Submit Precinct Manager Report
Friday 16 Aug	Volunteer Thank You Drinks!

Day on a Page:

On your assigned day, you will be the main point of contact for all Volunteers assigned to your Precinct. It is your responsibility to ensure all concerns are handled, and that all updates are communicated through to the Open House Office. It is expected that you will:

- Meet with the Precinct Manager at a predetermined building/location.
- At the beginning of the morning and afternoon shifts:
 - Check-in with Volunteers and record Volunteer attendance and note any no-shows' names and reasons for not reporting for their shift.
 - Assist the Precinct Manager in monitoring any shortfalls by deploying Roving Volunteers between buildings.
- Throughout the day:
 - Once organised, visit each of your buildings and check with the morning Volunteers and Building Host that everything is proceeding to plan. Your volunteers will appreciate your visit!
 - Introduce yourself to Building Managers. Elicit feedback, answer questions and address any concerns within your capacity. Refer any notable issues to the Precinct Manager or to the Open House office immediately or during post-event evaluations as appropriate.
 - Liaise with the Precinct Managers to assist Neighbouring Precincts where necessary.
 - Assist Building and Roving Volunteers where necessary at any busy buildings.
- At the end of the shift:
 - Assist the Precinct Manager in ensuring all Volunteers complete the necessary shift reports for their program or building. Follow up via text or phone where necessary.
 - Provide any positive and/or negative feedback to the Precinct Manager to assist in future events.

We thank you for being part of Open House Melbourne. It is largely a volunteer-run event, now with an expanded year-round program, including regions outside of Melbourne. As a continuously growing, highly valued Victorian event, there will be further opportunities to volunteer throughout the year.