



Location Leaders

- Role & Responsibility

Our Location Leader Volunteers are crucial for a successful and fun Starlight Day. As a location leader; you will be the key contact for an allocated Starlight Day site. You will be in charge of the smooth running and supervision of other volunteers at your site during the day. All Location leaders need to be 18 years of age or over.

We would also encourage you to sign up your friends and family to assist you on the day.

Location Leaders responsibilities include:

- Be available to commit for the full day.
- Receiving merchandised during business hours and support stock for you to take to your Starlight site to sell.
- Transporting merchandise to and from your site on the day.
- Wherever possible find replacements if a team member can not attend.
- Calling everyone in your team to confirm their attendance the week prior to the event.
- Calling centre management the week before you're due, to remind them that you are coming and to discuss any issues that may arise prior to the event. (E.g. If you need tables, chairs) Shopping Centre details will be provided by Starlight)
- Trouble shooting any problems or issues on the day.
- Ensuring the safety of your team at all times.
- Organising other volunteers registered at your site during their shifts.
- Taking full responsibility for collecting and banking funds.
- Counting merchandise at the end of your shift.
- Returning of unsold merchandise.
- Merchandise stall set up and pack down.
- Meeting the Starlight Children's Foundation fundraising code of conduct.

If you have the following attributes we'd love you to have you as a Location Leader for Starlight...

- Team leader skills
- Reliable / dependable
- Highly organised
- Think on your feet
- Can commit to cover the required shifts
- Team player
- Enthusiastic, passionate
- Fun, "can-do" attitude

All Location leaders will receive detailed information on how to run their site, banking of funds, rostered volunteers to assist on the day etc from the Starlight Day team prior to the day.

