



## Job description: Long-term Volunteer

**Project:** UEFA U21 European Championships

**Contract type:** Long-term volunteer agreement

**Start date:** 09/01/2023 (open date)

**End date:** 10/07/2023 (open date)

**Requested availability:** 7 months on an average basis of 20 days per person (including weekends)

**Location:** Depends on host city

The objective of the UEFA U21 European Championships Volunteer Programme is to plan and implement a meaningful, high quality, efficient and memorable programme across all venues. Around 300 volunteers will be required to assist with the delivery of the event's wide-ranging projects in Georgia (Tbilisi, Kutaisi and Batumi) with around 300 volunteers planned for venues in Romania (Bucharest Steaua, Bucharest Giulești, Cluj Arena, Cluj Dr. Constantin Rădulescu).

The main mission of the Long-term Volunteers is to assist the LOS Volunteer Manager and LOS Venue Volunteer Managers in the promotion and recruitment campaign, by leading interviews of candidates and selecting the most suitable volunteers who will later ensure high-quality services during the event. Furthermore, they will help in the pre-event preparation phase, including important milestones like shifts scheduling and the organisation of training sessions and a kick-off for all volunteers. Eventually, they will have the opportunity to continue their mission in supporting the management of the other volunteers during the operational phase on-site.

### Profile of a Successful Candidate

- Experience in volunteering locally and/or internationally
- Experience in recruiting through various channels
- IT literate (Microsoft Office and databases)
- Full professional proficiency in English (both oral and written) and in local language of the venue
- Any additional foreign language is an asset
- Able to communicate with confidence and effectively with diverse people, notably during interviews
- Good relationships with local network, including the football family, universities, or other structures
- Excellent team spirit and strong interpersonal skills
- Discretion and confidentiality
- Ability to multitask and to go the extra mile
- Demonstrate a good understanding of football and the event

### Key Responsibilities

- Attending at the LTV training is obligatory
- Promotion Phase:
  - Unofficial ambassadors of the volunteer programme
  - Provide additional information to potential volunteers
  - Raise awareness about the programme at universities, regional football associations, clubs, etc.
- Recruitment Phase:
  - Assisting with the screening of applicants and the scheduling of interviews
  - Conducting interviews with invited candidates and drafting consistent interview summaries



- Preparation and Training Phase:
  - Undertaking administrative duties, including a regular communication with volunteers
  - Assisting with the communication of assignments and shift schedules to all volunteers
  - Supporting the Organisation of volunteers training sessions, including the Kick-off event
- Operational Phase:
  - Helping to manage the Volunteer Centre, providing inspiration and motivation to the volunteers
  - Supporting the uniforms distribution and the volunteer's presence control
  - Contributing to the Organisation of the thank you party.

### Rewarding

- Unique experience in the heart of the Organisation of UEFA U21 European Championships
- Snacks and beverages
- Possibility to keep a volunteer position for the operational phase
- Certificate at the end of the event
- Gifts
- Regular team-building events
- Can be used as an internship opportunity