



Book Fair Australia
A FESTIVAL OF BOOKS



HSING YUN
EDUCATION FOUNDATION
星雲大師教育基金會

Job Title:	2022 Book Fair Australia (BFA) HYEY Volunteer	Content:	HYEF Volunteer Job Description
Department/Group:	Hsing Yun Education Foundation (HYEF)	Book Fair Date:	26 th – 27 th November 2022
Location:	Exhibition Hall 5 - 1 Showground Rd, Sydney Olympic Park NSW 2127	Book Fair Open Time:	10 AM – 6 PM

Volunteer Recruitment and Job Description

ROLE AND RESPONSIBILITIES

No.	CATEGORY AND AREA OF WORK	JOB DESCRIPTION	PREFERRED SKILLS
<u>PRE-EVENT</u>			
1.	<i>Pre-event Assistance</i> <ul style="list-style-type: none"> Inventory Check Necessities Check 	<ol style="list-style-type: none"> Opera house inventory check before books are taken out Ensure all necessary items (for instance, bookracks, tablecloth, terminal machine, etc.) are well packed according to the item list 	<ol style="list-style-type: none"> Strong enough to lift heavy boxes (for inventory check) Considerate (attention to detail)
2.	<i>Pre-event Marketing</i> <ul style="list-style-type: none"> Social Media Advertisement Poster Design Physical pre-event promotion 	<ol style="list-style-type: none"> Brainstorm and research the advertising platforms Social Media (FB, NTT website, HYEY website, CoP, etc.) Advertisement Post / Regular Check / Reply (if needed) Assist with booth marketing poster/pamphlet design Assist with physical event promotion (for instance, in public libraries, branch temples, etc.) 	<ol style="list-style-type: none"> Familiar with Australia's newspapers agency/radio stations etc. Proficient in the use of social media platforms Good, creative writing skills Experienced in poster design/ typography Proactive and good communication skills
<u>EVENT DAY</u>			
3.	<i>Set up & Logistics</i> <ul style="list-style-type: none"> Transportation Booth Set-Up Book Display Assistance Security Check 	<ol style="list-style-type: none"> Friday 25/11/22: Bump In; Sunday 27/11/22: Bump Out Transport books (and other necessities) to and from exhibition centre Set up booth according to the site plan (for instance, "Time with Venerable" interactive area, book sale area, NTI promotion area, etc.) Assist with book display Regular security check on the books (both display and stock in box at the exhibition centre) 	<ol style="list-style-type: none"> Strong enough to lift heavy boxes (for bump in and bump out) Able to drive A good sense of aesthetics (for book display) Considerate (attention to detail)



4.	Book Sales <ul style="list-style-type: none"> Book Promotion Question Clarification 	<ol style="list-style-type: none"> Promote books to visitors (focusing on local Australians) Attend pre-training to understand brief book content Familiar with book categories/content/main idea Relate the books' main ideas to daily life issues Address visitors' questions innovatively with Dharma knowledge and refer them to the relevant books <p><i>*Training will be provided on all book contents</i></p>	<ol style="list-style-type: none"> Proactive Deep listening skills A sense of empathy Preferably those familiar with Venerable Master's books Preferably local Australian volunteers
5.	Marketing <ul style="list-style-type: none"> Hsing Yun Education Foundation Nan Tien Institute Nan Tien Temple 	<ol style="list-style-type: none"> Main marketing person at the booth Introduce NTI, NTT or HYEAF Provide respective information to visitors (NTI courses, HYEAF vision of impact and ways to contribute, NTT events and timetable etc) Share the value and benefits of courses and activities <p><i>*Training will be provided on all marketing information</i></p>	<ol style="list-style-type: none"> Basic marketing skills Familiar with NTT and HYEAF's history/background/mission Familiar with NTI courses and scholarship application process Recognition of NTI's vision and value Preferably NTI students or graduates (scholarship holders)
6.	Cashier <ul style="list-style-type: none"> Process Cash / Card Payment Gift & Info Pack Distribution 	<ol style="list-style-type: none"> Take payment with EFTPOS terminal Register sales records to assist with end-of-day reconciliation Pack books/gifts (if needed) <ol style="list-style-type: none"> Free recycle bag for purchase beyond 3 books Distribute free gifts and info pack to purchasers 	<ol style="list-style-type: none"> Basic cashier experience Proficient in the use of EFTPOS terminal Patient, careful and attentive to details Enthusiastic and active
7.	In-booth Activities Assistance <ul style="list-style-type: none"> Assist with "Time with Venerable" activity 	<ol style="list-style-type: none"> Guide visitors to know and get involved in the interactive activity (Allow the public to draw Dharma words, direct visitors to Venerable, etc.) Venerable's "carer" during the interactive activity (Refill water, sanitise the table, etc.) 	<ol style="list-style-type: none"> Hardworking and proactive Ability of respond quickly Good social / communication skills Enthusiastic and considerate



HEAD COUNT AND ROTATION

2022 BFA HYEF Volunteer Roster

Hsing Yun Education Foundation Booth

26-27/11/2022

DEPARTMENT	Friday 5pm -8pm			Sunday 6pm-8pm
Set up & Logistics	3 people	-	-	3 people
DEPARTMENT	Saturday 9am-1pm	Saturday 1-6pm	Sunday 9am-1pm	Sunday 1-6pm
Book Sales	2 people	2 people	2 people	2 people
Marketing	2 people	2 people	2 people	2 people
Cashier	1 person	1 person	1 person	1 person
In-Booth Activities	1 person	1 person	1 person	1 person
PRE-EVENT	12 or 13/11/2022			
Pre-Event Assistance	6 people			
Social Media Propagation	Unlimited			

ADDITIONAL NOTES

- All volunteers need to undertake training before starting their volunteer roles (HYEF will confirm the training schedule with recruited volunteers).
- Volunteers are asked to only perform duties they are authorised to perform and should always operate under the direction and supervision of the HYEF staff as well as obey reasonable advice and instructions. This is particularly important for health, safety and insurance reasons.
- If volunteers are unsure whether a particular task or work is part of their role or who they can and can't receive instructions from, please don't hesitate to talk to the contact person (see below)
- HYEF is committed to providing adequate insurance cover for volunteers while carrying out their volunteering roles that have been approved and authorised.



CONTACT PERSON

- Ven. Jue Fang: juefang@hsingyunef.org.au phone: 0402 961 252
- Kee: kee@hsingyunef.org.au phone: 0421 279 091
- Xiaomeng: xiaomeng.tian@hsingyunef.org.au phone: 0426 998 295
- Anne Zhang: anne.zhang@hsingyunef.org.au phone: 0416 697 885
- Peihan Li: peihan.li@hsingyunef.org.au phone: 0420 587 677
- Ellen: ellenhlwong@gmail.com phone: 0414 718 628

CONTACT PERSON

Ven. Jue Fang	Kee	Xiaomeng	Anne Zhang	Peihan Li	Ellen
BFA 2022 HYEY Booth Supervisor	6. Cashier	1. Pre-event Assistance			2. Pre-event Social Media Marketing
Volunteer Training & 7. In-booth Activities	5. Marketing { <div style="display: inline-block; vertical-align: middle; margin-left: 5px;"> NTT HYEF NTI </div>	4. Book Sales	3. Set up & Logistics	6. In-booth Activities Assistance	6. In-booth Activities Assistance

HOW TO APPLY

Please sign up at [2022 BFA HYEY Volunteer Registration Form](#) to volunteer with HYEY at Book Fair Australia 2022. Thank you.

Reviewed By:	Xiaomeng Tian	Date:	14/10/2022 6:25 pm
Approved By:	Venerable Juefang	Date:	14/10/2022 6:41pm
Last Updated By:	Kee	Date/Time:	14/10/2022 5:40pm