



Book Fair Australia
A FESTIVAL OF BOOKS



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

Job Title:	2023 Book Fair Australia (BFA) HYEY Volunteer	Content:	HYEF Volunteer Job Description
Department/Group:	Hsing Yun Education Foundation (HYEF)	Book Fair Date:	14 th – 15 th October 2023
Location:	Exhibition Hall 5 - 1 Showground Rd, Sydney Olympic Park NSW 2127	Book Fair Open Time:	10 AM – 4 PM

Volunteer Recruitment and Job Description

HEAD COUNT AND ROTATION

2023 BFA HYEY Volunteer Roster

Hsing Yun Education Foundation Booth

Oct 14th to 15th, 2023, Saturday to Sunday

DEPARTMENT	<u>7th to 8th Oct, Sat to Sun</u> 10am to 4pm		DEPARTMENT	<u>13th Oct, Fri</u> 2pm to 7pm
Pre-Event Assistance	As many as possible	-	Set up & Logistics	3 people
DEPARTMENT	<u>14th Oct, Sat</u> 9am - 1pm (4 hrs)	<u>14th Oct, Sat</u> 1pm - 5pm (4 hrs)	<u>15th Oct, Sun</u> 9am - 1pm (4 hrs)	<u>15th Oct, Sun</u> 1pm - 6pm (5 hrs)
Book Sales	3 people	3 people	3 people	3 people
In-booth Activities & Marketing	4 people	4 people	4 people	4 people
Cashier	1 person	1 person	1 person	1 person



ROLE AND RESPONSIBILITIES

No.	CATEGORY AND AREA OF WORK	JOB DESCRIPTION	PREFERRED SKILLS
PRE-EVENT			
1.	Pre-event Assistance (Sat-Sun 7 th – 8 th October 2023) <ul style="list-style-type: none"> Inventory Check Packing Check 	<ol style="list-style-type: none"> Opera house inventory check before books are taken out Pack books and exhibition items; Label boxes Ensure all exhibition items (i.e. bookracks, tablecloth, terminal machine etc.) are well packed according to the item checklist 	<ol style="list-style-type: none"> Strong enough to lift heavy boxes (for inventory check) Act fast and efficient Considerate (attention to detail)
2.	Set up & Logistics (Friday 13 th October 2023) <ul style="list-style-type: none"> Booth Set-Up Book Display Assistance 	<ol style="list-style-type: none"> Bump In: Friday 13/10/23; Bump Out: Sunday 15/10/23 Transport books (and other exhibition items) from car into exhibition hall (vice versa) Set up booth according to the site plan (including “Time with Venerable” interactive area, book sale area, backdrop set up etc.) Assist with book display 	<ol style="list-style-type: none"> Strong enough to lift heavy boxes (for bump in and bump out) A good sense of aesthetics (for book display) Considerate (attention to detail)
EVENT DAY			
3.	Book Sales <ul style="list-style-type: none"> Book Promotion Question Clarification 	<ol style="list-style-type: none"> Attend pre-event training to understand brief book content <i>*Training will be provided on all book contents</i> Promote books to visitors 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 	<ol style="list-style-type: none"> Proactive Deep listening skills A sense of empathy Preferably those who are familiar with Venerable Master’s books Local Australian volunteers are highly favourable
4.	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 HYEY, NTI, NTT with the help of marketing materials (name card, pamphlet, posters etc) Provide information about NTI courses, HYEY vision of impact and ways to contribute, NTT events and timetable etc to visitors Share the value and benefits of courses and activities 	<ol style="list-style-type: none"> Basic marketing skills Familiar with NTT and HYEY’s history/background/mission Familiar with NTI courses and scholarship application process Preferably NTI students or graduates (scholarship holders)



		<i>*Training will be provided on all marketing information</i>	
6.	Cashier & Sales Record <ul style="list-style-type: none"> Take Payment Distribute free gift (HYEF OSC Bookmark) Record sales 	<ol style="list-style-type: none"> Take cash or card payment with EFTPOS machine Upkeep sales record for end-of-day reconciliation Gather card payment receipts & BFA \$5 vouchers for redemption Pack books & distribute free gift(s) <ol style="list-style-type: none"> Bookmark for every purchase Free recycle bag for purchase above 3 books 	<ol style="list-style-type: none"> Basic cashier experience Proficient in the use of EFTPOS terminal Patient, careful and attentive to details Friendly & speak good words to thank buyers
7.	In-booth Activities Assistance <ul style="list-style-type: none"> Dharma Wall Dharma Mobile Wallpaper “Time with Venerable” activity 	<ol style="list-style-type: none"> Guide visitors to know and get involved in the interactive activities Dharma Wall: <ol style="list-style-type: none"> Guide public to draw Dharma words Approach “Time with Venerable” if need further clarification on the Dharma words drawn Dharma Mobile Wallpaper: <ol style="list-style-type: none"> Guide public to scan the QR codes to download the mobile wallpaper “Time with Venerable” 解法語: <ol style="list-style-type: none"> Direct visitors to Venerable Venerable’s “carer” (Refill water, sanitise the table etc.) 	<ol style="list-style-type: none"> Proactive & friendly Ability of respond quickly Good social / communication skills Enthusiastic and considerate

ADDITIONAL NOTES

- All recruited volunteers are required to attend training on **5/10/2023 (Thurs) at 8.00 pm Sydney time** before commencing their volunteering roles.
- Volunteers are asked to only perform duties they are authorised to perform and should always operate under the direction and supervision of the HYEF staffs as well as obey reasonable advice and instructions. This is particularly important for health, safety and insurance purposes.
- 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 do not hesitate to check with 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



2023 BFA - Contact Person

Ven. Juefang	Kee	Xiaomeng
2023 BFA HYEY Booth Supervisor	1. Pre-event Assistance 2. Volunteer Training 3. Set up & Logistics 4. Cashier & Sales Record	1. Book Sales 2. Marketing <ul style="list-style-type: none"> a. HYEY b. NTT c. NTI 3. In-booth Activities

HOW TO APPLY

Please sign up at [2023 BFA HYEY Volunteer Registration Form](#) to volunteer with HYEY at Book Fair Australia 2023. Thank you. 😊🙏

Reviewed By:	Xiaomeng Tian	Date:	27/08/2023 12:40pm
Approved By:	Venerable Juefang	Date:	27/08/2023 1:17pm
Last Updated By:	Kee	Date/Time:	27/08/2023 12:32pm