

**Commonwealth Youth Games Volunteering Team**  
**Isle of Man 2011**  
**Job Description**

**Job Title:** Transport support

**Category:** Transport

**Location:** Villa Marina Arcade

**Organising Committee Representative:** Ian Longworth

**Job Purpose:**

To support the Transport co-ordinator, based in The Games Control, Villa Marina Arcade, as required.

**Main duties and key responsibilities:**

- Provide support for the transport co-ordinator and his delegated designate as required.
- Based on the Transport desk in the Villa Marina Arcade.
- To man the phone and take VIP/ mini-bus/ fleet car bookings.

**Key skills or experience required:**

- clean driving licence (no previous convictions for dangerous or drunken driving)
- Organised and personable
- Calm under pressure

**Health and Safety**

The volunteer fulfilling this role will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks to The Games Office.

**Reporting Framework**

The volunteer will report directly to the Transport Co-ordinator, and liaise with Volunteering Committee, and Organising Committee of the Commonwealth Youth Games 2011.

**Commonwealth Youth Games Volunteering Team**  
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**Job Description**

**Job Title:** Boat Bus co-ordinator

**Category:** Transport

**Location:** Douglas Sea Terminal

**Organising Committee Representative:** Transport Co-ordinator

**Job Purpose:**

To co-ordinate the disembarkation of nations from boats, by nation, and transfer to bus transport for Hotel

**Main duties and key responsibilities:**

- to liaise with the steam packet for disembarkation of nations from boats
- to liaise with bus drivers to prepare transport for nations to hotels
- to liaise with bus support to help nations disembark boat and alight correct bus

**Key skills or experience required:**

- excellent co-ordination skills

**Health and Safety**

The volunteer fulfilling this role will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks to The Games Office.

**Reporting Framework**

The volunteer will report directly to the Transport Co-ordinator, and liaise with Volunteering Committee, and Organising Committee of the Commonwealth Youth Games 2011.

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Job Description**

**Job Title:** Boat Bus support

**Category:** Transport

**Location:** Douglas Sea Terminal

**Organising Committee Representative:** Transport Co-ordinator

**Job Purpose:**

To work boat side to direct arriving nations from boat to buses, as directed by the bus co-ordinator

**Main duties and key responsibilities:**

- to liaise with bus co-ordinator to help nations disembark boat and alight correct bus

**Health and Safety**

The volunteer fulfilling this role will be responsible for their own health and safety and the impact of their actions on others. They will be responsible for identifying any possible risks to The Games Office.

**Reporting Framework**

The volunteer will report directly to and receive support from the Bus Co-ordinator, Volunteering Committee and Organising Committee of the Commonwealth Youth Games 2011.