



## Long-term Volunteer

**Project:** UEFA U21 European Championships

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

**Start date:** 01/11/2020

**End date:** 15/06/2021

**Requested availability:** 8 months on an average basis of 20 days per person (including weekends)

**Location:** Depends on host city

**Number of positions:** 12 (3 x Budapest, 3 x Győr, 3 x Székesfehérvár, 3 x Szombathely)

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 at venues in Budapest, Győr, Székesfehérvár and Szombathely.

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, mainly by leading interviews of candidates and selecting the most suitable volunteers that will ensure high-quality services during the event. Furthermore, they will provide assistance in the pre-event preparation phase, including important milestones like shifts scheduling and organisation of the kick-off training for all volunteers. The long-term volunteers will be given 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)
- 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 willing to go the extra mile
- Demonstrate a good understanding of football and the event

### Key Responsibilities

#### Planning phase

- Attending the mandatory LTV training
- Assisting with the promotion of the volunteer programme locally
- Assisting with the screening of applicants and the scheduling of interviews
- Conducting interviews with invited candidates and drafting consistent interview summaries
- Undertaking administrative duties, including regular communication with volunteers
- Assisting with the communication of assignments and shift schedules to all volunteers



- Supporting the organization in organising volunteer training sessions as well as the Kick-off event

#### Operational phase:

- Helping to manage the Volunteer Centre, provide inspiration and motivation to the volunteers
- Support the uniform distribution and help the volunteer team with general admin tasks at the stadium
- Contribute to the organization of the volunteer Thank You Party

### Rewarding

- Unique experience in the heart of the organization of UEFA U21 European Championship
- Snacks and beverages
- Adidas uniform
- Possibility to keep a volunteer position for the operational phase
- Certificate at the end of the event
- Regular team-building events
- Can be used as an internship opportunity
- Gaining experience in candidate screening and recruitment process

### Application

If we managed to wake up your interest and you wish to be part of the UEFA U21 Championship organising team, let us know about your intention by following the below steps:

- Please submit your CV and motivation letter before the deadline to Zsolt Holovasko at [Holovacsko.Zsolt@mlsz.hu](mailto:Holovacsko.Zsolt@mlsz.hu)
- Please do not forget to mention which host city (Budapest, Győr, Székesfehérvár or Szombathely) you apply for.
- Application deadline: **11:59PM, 20<sup>th</sup> October 2020.**