***Accreditation***

**Position Description**

Working on match days with the Event Department, this role will assist in distributing accreditation and monitoring the North Gate.

The time commitment per match will be approximately 4 hours.

**Responsibilities on Match Day**

* Check in with the Team Lead for briefing;
* Collect a radio and all accreditation documents prior to gates open;
* Distribute accreditation to predetermined persons as per the list provided by the Coordinator, Event Operations;
* Liaising with the Coordinator, Event Operations as required;
* Making sure that all guest enquiries are dealt with in a pleasant and efficient manner;
* Familiarity with the venue amenities so as to provide accurate information to guests;
* Collect and return all accreditation materials to staff room at half time;
* Ensure that the Whitecaps policies and procedures are adhered to, including but not limited to, stadium fire regulations, public and personal safety, crowd management, customer service, etc.;
* Other duties may be assigned as required;