

LEADERSHIP



AWARD

WELLINGTON COLLEGE LEADERSHIP AWARDS

SITUATIONS VACANT

**PUBLIC SPEAKING ADMINISTRATOR
NUMBER OF VACANCIES: 1**

JOB DESCRIPTION:

1. You will be responsible, under the guidance and support of Ms Hazledine (KH) for running a poster competition prior to the Wellington College Speech Competition and prior to the Impromptu Speech Competition. You should encourage participation in the competition, select posters to advertise the competition and display them around the College.
2. You must attend the Speech Finals (an evening event) and assist with setting up the venue, welcoming guests, handing out programmes, assisting with supper and remaining till the end of the evening to assist KH.
3. You should assist with the preliminary selection of finalists in the Impromptu Speech Competition. Take names of interested students and help run the preliminary competition if this is required. You must attend the finals in the Library (lunch time event) and generally assist KH.
4. You will need to report to KH on other occasions and offer assistance with the promotion of public speaking.

Applications must be made by email stating the reason why you are most suited for the job. These applications need to be sent to k.hazledine@wc.school.nz.