

Volunteer Position Description



<p>Key Area: Finish Location</p> <p>Position Title: Finish Assistant</p>	
Nature of Role	Challenge Tour Volunteer
Reports to	<ol style="list-style-type: none"> 1. Operations Manager - Finish 2. Site Coordinator - Finish 3. Challenge Tour Staff
<p>Position Summary</p>	
Brief Description	<p>The Finish Location Team prepare the finish site for the arrival of the Challenge Tour riders, then assist with the provision of services and facilities as riders arrive. The Finish Location Team includes a Site Manager and Coordinator, Operations Manager, Finish Assistants, and Traffic Marshals.</p> <p>Under direction of the Site Coordinator, the Finish Assistants will be responsible for the set-up and pack down of the site, and various logistical tasks to ensure the smooth running of the site throughout the day.</p> <p>In addition, the Finish Assistants will at times be located at the information marquee, and will be responsible for responding to public and participant enquiries. Questions may relate to the Challenge Tour event, the Santos Tour Down Under, the location of services, road closures and restrictions, as well as general questions on how to get around at the finish and the surrounding town.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Installing and placing signage, crowd control fencing and small infrastructure • Set-up and stocking of hydration station • Directing stall holders to their location • Assist riders as they finish and enter the site • Assist with human traffic flow • Responding to public and participant enquiries • Recording feedback and recommendations from participants to assist with the continual improvement of the event. • Directing public and participants to the various services and attractions on offer at the finish and around the town. • General event assistance • Pack down of the site

<p>Associated Tasks</p>	<p>All Challenge Tour volunteers may be requested by their supervisor to assist in other areas of the Challenge Tour at any time throughout their shift.</p> <p>All Challenge Tour volunteers are responsible for reporting incidents and potential hazards to their Supervisor or Challenge Tour staff.</p>
<p>Dates, Times & Location</p>	<p>Please refer to your confirmation letter for your roster and meeting point location for each shift.</p> <p>You will be asked to sign-in at the beginning of each shift, and sign-out at the conclusion of each shift.</p>
<p>Briefing</p>	<p>Please refer to your confirmation letter for volunteer briefing times. At the pre-event briefing you will be given your uniform, as well as provided with key information on the Challenge Tour.</p> <p>At the commencement of each shift your supervisor will give you a briefing more relevant to your individual position.</p>
<p>Uniform</p>	<p>As a valued volunteer of the Challenge Tour you will be provided with an official event polo and hat to wear at each shift. These will be distributed at the pre-event briefing. Please wear comfortable enclosed shoes.</p>