

Volunteer Position Description



<p>Key Area: Finish Location</p> <p>Position Title: Finish Operations 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
Position Summary	
Brief Description	Under direction of the Operations Manager and Site Coordinator, Finish Operation Assistants will provide a fresh pair of arms for the pack down of the finish site.
Key Responsibilities	<ul style="list-style-type: none"> • Pack-down of signage and crowd control fencing • Pack-down of small infrastructure such as tables, chairs, umbrellas • Pack-down of hydration station • General tidy of the site • Assist with human traffic flow departing the site • Responding to public and participant enquiries
Associated Tasks	<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>
Dates, Times & Location	<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>

Briefing	<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>
Uniform	<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>