

Volunteer Position Description



<p>Key Area: Registration</p> <p>Position Title: Registration Officer</p>	
Nature of Role	Challenge Tour Volunteer
Reports to	<ol style="list-style-type: none"> 1. Registration Manager 2. Challenge Tour Staff
Position Summary	
Brief Description	<p>A pre-event check-in area is set up for registered Challenge Tour riders in the Santos Tour Down Under Village.</p> <p>Registration Officers distribute the official event jerseys and unique participant ID stickers to registered Challenge Tour participants.</p> <p>Registration Officers are often the first point of contact for riders and so they will also assist riders with enquiries and conveying key messages.</p>
Key Responsibilities	<p>Registration officers will be split into two areas; front line registration and back line registration.</p> <p>Frontline registration officers are responsible for:</p> <ul style="list-style-type: none"> • Allocating a unique participant ID number to riders and entering this unique number against their name on an electronic database. This unique participant ID number is handed to the participant as stickers to place on their helmet and bike. • Assist in distributing other key participant material • Respond to rider general enquiries about the event <p><i>This role requires the use of laptop computers. Volunteers will be provided with a briefing prior to each shift on how to do this.</i></p> <p>Backline registration officers are responsible for:</p> <ul style="list-style-type: none"> • Providing riders with their jersey as per their ordered size and other participant material • Re-stocking of jerseys for easy distribution • Respond to rider general enquiries about the event <p>Frontline and backline roles will be determined on the day by the Registration Manager. Volunteers may be asked to rotate between working the front and back line of registration.</p>

<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>