

Volunteer Position Description



<p>Key Area: Start Location</p> <p>Position Title: Start Assistant & Refreshment Station Officer</p>	
Nature of Role	Challenge Tour Volunteer
Reports to	<ol style="list-style-type: none"> 1. Site Manager 2. Challenge Tour Staff
Position Summary	
Brief Description	<p>You will be located at a site that has a Challenge Tour ride start, as well as a refreshment station for riders arriving from previous starts.</p> <p>Start Location Teams ensure that the Challenge Tour riders commence safely and on time, and that the riders have access to the necessary services and facilities at this location. Start location roles include a Site Manager, Registration Officers, Cloak Room Drivers, and Cycling Marshal & Start Assistants.</p> <p>The Refreshment Station Teams are responsible for supporting riders for hydration, nourishment, rest and support. The Refreshment Station Teams consist of a Site Manager and Refreshment Station Officers. Refreshment stations are located along the route of the ride, and are offered as a free service to registered riders.</p> <p>Refreshment Station Officers will be responsible for the set-up and pack-down of refreshment stations, and the stocking and re-stocking of refreshment station items as required.</p>
Key Responsibilities	<ul style="list-style-type: none"> • Assist the Site Manager as required with the set-up and pack-down of your site • Muster riders into their speed groups • Assist with the official start at your location • Direct riders along the correct route, keeping safety in mind at all times • Direct riders who may require medical attention to medical support • Arrange food and beverages within easy access for riders (at sites)

	<ul style="list-style-type: none"> • Offering food) • Re-stock refreshment items as required • Ensure access and flow of water from taps is adequate • Keep your site clean and tidy • Ensure the toilets have enough toilet paper • Watch for any participants that may be severely dehydrated and act within the emergency guidelines given to you in your briefing • Encourage and cheer riders as they pass
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>