

# Volunteer Position Description



<b>Job Title:</b>	<b>Workforce Assistant</b>
<b>Event:</b>	<b>Herald Sun / CityLink Run for the Kids</b>
<b>Volunteer Period:</b>	<b>Sunday 14 March 2010 - 5.45am to 12:00pm</b>
	Arrival: 5:45am
	Volunteer Briefing: 6:00am
<b>Reporting To:</b>	<b>Workforce Manager – Liz Taylor (0407 112 446)</b>
<b>Check In Location:</b>	<b>Tom’s Block, King’s Domain, Melbourne</b>

## Aims and Objectives

The purpose of this document is to assist in not only preparing you for your role as a **Workforce Assistant**, but to outline your tasks and responsibilities and the reporting procedures.

## Purpose of the Position

You will be responsible for checking in all volunteers for the event.

## Responsibilities

You will need to report to the Workforce Check-In Tent which will be situated on Tom’s Block, Kings Domain at 5.45am to:

- Register your attendance
- Collect a volunteer t-shirt
- help set up the check in ready for the workforce who will begin check in at 6.00am

Volunteers will all check in on the morning of the event at the check in tent where they will go through a few important steps. We have a workforce of 500 people so it will be busy.

When the volunteers check in we will need to do the following:

- Tick off their attendance
- Confirm roles with people (as many forget!)
- Issue t-shirts
- Ask them to go to Radio Distribution if they have been allocated a radio
- Direct them to their deployment post
- Provide sector and drink station leaders with safety vests for their team.

Report any incidents to your team leader

### **Emergency / Medical Support**

EMSA will be situated in the Village next to the Information Tent and at each drink station on course. First aid staff will also be roving the course on bikes and patrolling the Village site on foot. An ambulance will be located at the finish area.

If a competitor requires medical care please inform the EMSA or your Supervisor immediately

In the event of an urgent medical emergency, i.e. heart attack, call '000' immediately

### **Knowledge, Skills, Experience and Mandatory Requirements**

- Be friendly and approachable
- Use initiative

### **Important Points to Remember**

You are a special team of people who are involved in a fantastic event that raises vital funds for the Royal Children's Hospital. Make sure that you soak up the atmosphere on the day and most importantly, HAVE FUN!

For more information contact the Workforce Manager or email [sarah@tlsports.com.au](mailto:sarah@tlsports.com.au)