

Volunteer Position Description



Job Title:	Baggage Services Assistant
Event:	Herald Sun / CityLink Run for the Kids
Volunteer Period:	Sunday 14 March 2010 - 7:00am to 12:00pm
	Arrival: 7:00am
	Volunteer Briefing: 7:15am – 7:30am
	Baggage Services: 7:30am – 12:00pm
Reporting To:	Baggage Services Coordinator – Anthony De Battista
Check In Location:	Tom’s Block, King’s Domain, Melbourne

Aims and Objectives

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

Purpose of the Position

A fenced baggage storage area will be set up in the village with entries at one end and exits at the other. We need your assistance with managing the flow of participants through this area.

Responsibilities

You will need to report to the Workforce Check-In Tent which will be situated on Tom’s Block, Kings Domain at 7am to:

- Register your attendance
- Collect a meal voucher
- Collect a volunteer t-shirt

Volunteers will direct participants to deposit their baggage in one of the colour coded numbered enclosures, corresponding to the colour of their race number bib.

After a participant deposits their bag in an enclosure, volunteers will need to write the number of the enclosure on the participant’s race number.

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
- Possess a reasonable level of health and fitness
- Use initiative

For more information contact the Workforce Manager on email sarah@tlsports.com.au