

Volunteer Position Description



Job Title:	Finish Drink Station Assistant
Event:	Herald Sun / CityLink Run for the Kids
Volunteer Period:	Sunday 14 March 2010 - 7:15am to 12:00pm
	Arrival: 7:15am
	Volunteer Briefing: 7:30am
Reporting To:	Finish Line Drink Station Coordinator
Check In Location:	Tom's Block, King's Domain, Melbourne

Aims and Objectives

The purpose of this document is to outline your tasks and responsibilities and the reporting procedures for your role as a **Finish Drink Station Assistant**

Purpose of the Position

To ensure that runners are provided with drinks at the finish lines.

Responsibilities

You will need to report to the Workforce Check-In Tent which will be situated on Tom's Block, Kings Domain at 7.15am to:

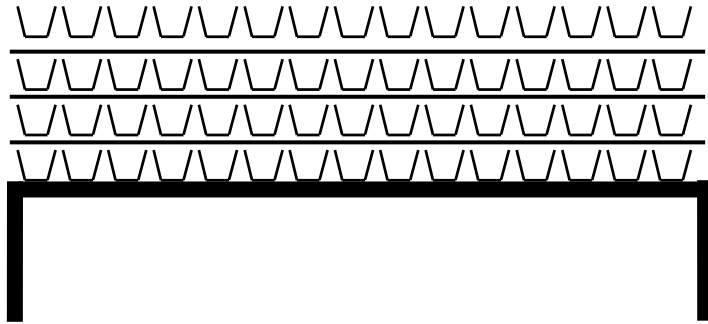
- Register your attendance
- Collect a meal voucher
- Redeem your meal voucher for a packed lunch
- Collect a volunteer t-shirt

Assemble at the Drink Station signs located outside the Workforce Tent. You will then be briefed by your Drink Station Supervisor.

At the finish drink station there will be 20 trestle tables and on these trestle tables you need to **build** a table of water as shown below. There will also be bottles of Gatorade to hand out to competitors.

Cover the table completely with the first layer of filled cups. Then place a sheet of corflute over the cups and build the next layer. Build to 4 layers high **BEFORE** the first runners arrive.

We need you to work quickly as there are hundreds of cups to fill. Fill the cups using the jugs provided, hand them to runners and to pick up cups off the road once the runners are after.



Dismantle the station once the last runner has passed, leaving all equipment and rubbish neatly stacked on the side of the path ready for collection. Rakes are provided to collect the cups. Please wear the disposable gloves provided when handling drinking water.

Sign Off - The course coordinator (Veeraja Uppal 0412 314 080) will travel at the rear of the field and will inform you when you can stand down from your position. The buses will pick up all drink station assistants from drink stations 1-5 after the last runner passes your point and transport you back to the finish.

Drink station attendants at station 2 (Bolte Bridge) are required to take the bus back to the finish. Drink station attendants at the other stations stations 1 can sign off from the drink station location if they wish.

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

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