

Volunteer Position Description



Job Title:	Information Assistant
Event:	Herald Sun / CityLink Run for the Kids
Volunteer Period:	Sunday 14 March 2010 - 6:45am to 12:00pm
	Arrival: 6:45am
	Volunteer Briefing: 7:00am – 7:15am
	Information Assistant: 7:15am – 12:00pm
Reporting To:	Anita Blencowe – Registrations Manager
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 **Information Assistant**, but to outline your tasks and responsibilities and the reporting procedures.

Purpose of the Position

Every volunteer will act as an Information Assistant at some point throughout the day with thousands of people wanting information on the who, what, when and where of the Event!

A specific Information Tent will also be set up in the Village as a central point for all those tough and pertinent questions like “where’s the toilet?!” We’ll equip you with all the answers and will require some volunteers to staff the tent, some will be positioned on stands to help direct people and others to wander through the Village and help answer people’s questions.

Responsibilities

You will need to report to the Workforce Check-In Tent which will be situated on Tom’s Block, Kings Domain at 6.45am to:

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

Important Information to have on hand: Please take the time to read the website which should answer any questions that are asked of you. We will also try and have the following info available for you on the day

- Maps of the course, start area and village & facilities.
- Entertainment runsheet.
- Race Guide
- Race start times – 8.45AM Short course & 9.00AM Long Course

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 on email sarah@tlsports.com.au