

Volunteer Position Description



Job Title:	Start / 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:	Start Line Coordinator – Paula Ewing
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 **Start and Finish Drink Station Assistant**

Purpose of the Position

To ensure that runners are provided with drinks at the start and 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 7.00am to:

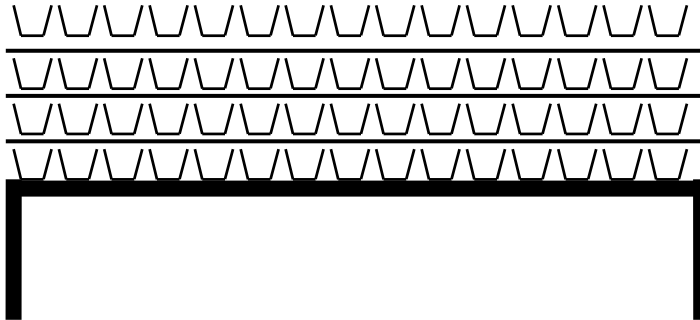
- Register your attendance
- Collect a meal voucher
- Collect a volunteer t-shirt

7.15am - Role 1 – Start Area Drink Station Assistant - Report to Paula Ewing at Start Line Stage

- A drink station will be set up near the start line. We need your assistance with cups of water on the corner of Alexandra Ave and Boathouse Dr..
- Stack all rubbish and cardboard after the long course start at 9AM.

9.15am - Role 2 – Finish Area Drink Station Assistant

- 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.
- Another group of volunteers will be there to assist you.



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

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