

Volunteer Position Description



Job Title:	Start Line Marshal / Sponsor Giveaways
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
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 line marshal and Sponsor Giveaway Assistant**.

Purpose of the Position

Marshalling participants to the start line for the long course event and handing out free sponsor items to participants at the end of the race.

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 Line Marshal - Report to Paula Ewing at Start Line Stage

- At the start we require your help to direct people to the correct marshalling zone areas. These will be clearly indicated with feather flags & signs corresponding to coloured race numbers.
- The short course runners (green & white) are marshalled to the start line at Boathouse Dve for an 8.45am start. The faster (green) runners should be directed to the front.

- The long course runners (blue, yellow & red) are marshalled to the start line in Alexandra Ave for a 9.00am start. The faster (blue) runners should be directed to the front.
- There will also be wheel chair entrants in the long course that need to be marshalled in front of the blue zone for a 8.58am start

9.15am – Role 2: Sponsor Giveaways - Report to Marketa

A sponsor giveaway area will be set up in the village with boxes of giveaways pre-positioned and stacked at the tables. Once stocks run low, you may be required to get more boxes from the adjacent storage tent. We need your help to hand out the giveaways and break down and stack the empty boxes. It will be pretty quiet to begin with and then the action will build!

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

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 or email sarah@tlsports.com.au