

Volunteer Position Description



Job Title:	Timing Chip Recovery
Event:	Herald Sun / CityLink Run for the Kids
Volunteer Period:	Sunday 14 March 2010 - 7:30am to 12:00pm
	Arrival: 7:30am
	Volunteer Briefing: 7:45am – 8:00am
	Chip Recovery: 8:00am – 12:00pm
Reporting To:	David Ray - Finish Line Coordinator
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 **Timing Assistant**, but to outline your tasks and responsibilities and the reporting procedures.

Purpose of the Position

You are required to collect the timing chips from competitors after they complete their event.

Responsibilities

You will need to report to the Workforce Check-In Tent which will be situated on Tom's Block, Kings Domain at 7.30am to:

- Register your attendance
- Collect a volunteer t-shirt

Each competitor will get a timing chip which they will attach to their shoe lace. Start times will be recorded as competitors pass under the timing gantry at the start line with the finish time recoded at the finish line.

Marshals are required to assist competitors to remove their timing chips after they cross the line and collect them in the supplied tubs. Clippers will be provided.

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 email sarah@tlsports.com.au