

# Volunteer Position Description



<p><b>Key Area: Finish Location</b></p> <p><b>Position Title: Finish Assistant</b></p>	
<b>Nature of Role</b>	Bupa Challenge Tour Volunteer
<b>Reports to</b>	<ol style="list-style-type: none"> <li>1. Operations Manager - Finish</li> <li>2. Site Coordinator - Finish</li> <li>3. Bupa Challenge Tour Staff</li> </ol>
<b>Position Summary</b>	
<b>Brief Description</b>	<p>The Finish Location Team prepare the finish site for the arrival of the Bupa Challenge Tour riders, then assist with the provision of services and facilities as riders arrive. The Finish Location Team includes a Site Manager and Coordinator, Operations Manager, Finish Assistants, and Traffic Marshals.</p> <p>Under direction of the Site Coordinator, the Finish Assistants will be responsible for the set-up and pack down of the site, and various logistical tasks to ensure the smooth running of the site throughout the day.</p> <p>In addition, the Finish Assistants will at times be located at the information marquee, and will be responsible for responding to public and participant enquiries. Questions may relate to the Bupa Challenge Tour event, the Santos Tour Down Under, the location of services, road closures and restrictions, as well as general questions on how to get around at the finish and the surrounding town.</p>
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Installing and placing signage, crowd control fencing and small infrastructure</li> <li>• Set-up and stocking of hydration station</li> <li>• Directing stall holders to their location</li> <li>• Assist riders as they finish and enter the site</li> <li>• Assist with human traffic flow</li> <li>• Responding to public and participant enquiries</li> <li>• Recording feedback and recommendations from participants to assist with the continual improvement of the event.</li> <li>• Directing public and participants to the various services and attractions on offer at the finish and around the town.</li> <li>• General event assistance</li> <li>• Pack down of the site</li> </ul>

<b>Associated Tasks</b>	<p>All Bupa Challenge Tour volunteers may be requested by their supervisor to assist in other areas of the Bupa Challenge Tour at any time throughout their shift.</p> <p>All Bupa Challenge Tour volunteers are responsible for reporting incidents and potential hazards to their Supervisor or Bupa Challenge Tour staff.</p>
<b>Further Information</b>	<p>Successful volunteers will be sent further information providing their roster, uniform and briefing session at a later date.</p>