

# Volunteer Position Description



## Key Area: Operations, Logistics & Transport Position Title: Operations & Transport Assistant

<b>Nature of Role</b>	Bupa Challenge Tour Volunteer
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<b>Reports to</b>	<ol style="list-style-type: none"> <li>1. Warehouse Manager</li> <li>2. Event Director</li> <li>3. Bupa Challenge Tour Staff</li> </ol>
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### Position Summary

<b>Brief Description</b>	<p>The operations, logistics and transport team are responsible for providing logistical and transport services before, during and after the event.</p> <p>This team assists in: the pick up and delivery of materials, packing event kits, the set-up and pack down of event sites such as the registration marquee, start locations, finish location, and refreshment stations.</p> <p>This team is responsible for the coordination of event vehicles including the collection and transportation of vehicles to various event sites, and may assist in the transport of event drivers.</p> <p><b><i>Operations and Transport Assistants are required to hold a valid drivers license eligible in Australia.</i></b></p>
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<b>Key Responsibilities</b>	<p>Under the direction of the Warehouse Manager, the Operations &amp; Transport Assistant will undertake logistical tasks which may include:</p> <ul style="list-style-type: none"> <li>• Accepting deliveries</li> <li>• Stocktaking and allocating event stock to the various event vehicles and locations</li> <li>• Collecting event vehicles and trailers</li> <li>• Distributing stock and vehicles to event locations</li> <li>• Stocktaking and packing of event stock at the conclusion of the event</li> <li>• Transport drivers and event staff to various event locations as required</li> </ul>
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<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>