

# Volunteer Position Description



<h2>Key Area: Refreshment Station</h2> <h3>Position Title: Refreshment Station Officer</h3>	
<b>Nature of Role</b>	Bupa Challenge Tour Volunteer
<b>Reports to</b>	<ol style="list-style-type: none"> <li>1. Site Manager</li> <li>2. Bupa Challenge Tour Staff</li> </ol>
<b>Position Summary</b>	
<b>Brief Description</b>	<p>The Refreshment Station Teams are responsible for supporting riders for hydration, nourishment, rest and support. The Refreshment Station Teams consist of a Site Manager and Refreshment Station Officers. Refreshment stands are located along the route of the ride, and are offered as a free service to registered riders.</p> <p>Refreshment Station Officers will be responsible for the set-up and pack-down of refreshment stations, and the stocking and re-stocking of refreshment station items as required.</p>
<b>Key Responsibilities</b>	<p>Pending the specific site requirements for each refreshment station, key Refreshment Station Officer responsibilities include:</p> <ul style="list-style-type: none"> <li>• Set up trestle tables and chairs</li> <li>• Erect pop up tents</li> <li>• Secure any signage provided</li> <li>• Arrange food and beverages within easy access for riders (at sites offering food)</li> <li>• Re-stock refreshment items as required</li> <li>• Ensure access and flow of water from taps is adequate</li> <li>• Keep your site clean and tidy</li> <li>• Ensure the toilets have enough toilet paper</li> <li>• Watch for any participants that may be severely dehydrated and act within the emergency guidelines given to you in your briefing</li> <li>• Be familiar with the location of medical, technical services and the distance to the next refreshment station</li> <li>• Position yourselves to provide information, be friendly and encouraging and help and serve riders as required</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>