

# Volunteer Position Description



<p><b>Key Area: Start Location</b></p> <p><b>Position Title: Start Assistant &amp; Refreshment Station Officer</b></p>	
<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>You will be located at a site that has a Bupa Challenge Tour ride start, as well as a refreshment station for riders arriving from previous starts.</p> <p>Start Location Teams ensure that the Bupa Challenge Tour riders commence safely and on time, and that the riders have access to the necessary services and facilities at this location. Start location roles include a Site Manager, Registration Officers, Cloak Room Drivers, and Cycling Marshal &amp; Start Assistants.</p> <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 stations 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>	<ul style="list-style-type: none"> <li>• Assist the Site Manager as required with the set-up and pack-down of your site</li> <li>• Muster riders into their speed groups</li> <li>• Assist with the official start at your location</li> <li>• Direct riders along the correct route, keeping safety in mind at all times</li> <li>• Direct riders who may require medical attention to medical support</li> <li>• Arrange food and beverages within easy access for riders (at sites)</li> </ul>

	<ul style="list-style-type: none"> <li>• 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>• Encourage and cheer riders as they pass</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>