

Volunteer Position Description



<p>Key Area: Operations, Logistics & Transport</p> <p>Position Title: Operations & Transport Assistant</p>	
Nature of Role	Challenge Tour Volunteer
Reports to	<ol style="list-style-type: none"> 1. Warehouse Manager 2. Event Director 3. Challenge Tour Staff
Position Summary	
Brief Description	<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><i>Operations and Transport Assistants are required to hold a valid drivers license eligible in Australia.</i></p>
Key Responsibilities	<p>Under the direction of the Warehouse Manager, the Operations & Transport Assistant will undertake logistical tasks which may include:</p> <ul style="list-style-type: none"> • Accepting deliveries • Stocktaking and allocating event stock to the various event vehicles and locations • Collecting event vehicles and trailers • Distributing stock and vehicles to event locations • Stocktaking and packing of event stock at the conclusion of the event • Transport drivers and event staff to various event locations as required

<p>Associated Tasks</p>	<p>All Challenge Tour volunteers may be requested by their supervisor to assist in other areas of the Challenge Tour at any time throughout their shift.</p> <p>All Challenge Tour volunteers are responsible for reporting incidents and potential hazards to their Supervisor or Challenge Tour staff.</p>
<p>Dates, Times & Location</p>	<p>Please refer to your confirmation letter for your roster and meeting point location for each shift.</p> <p>You will be asked to sign-in at the beginning of each shift, and sign-out at the conclusion of each shift.</p>
<p>Briefing</p>	<p>Please refer to your confirmation letter for volunteer briefing times. At the pre-event briefing you will be given your uniform, as well as provided with key information on the Challenge Tour.</p> <p>At the commencement of each shift your supervisor will give you a briefing more relevant to your individual position.</p>
<p>Uniform</p>	<p>As a valued volunteer of the Challenge Tour you will be provided with an official event polo and hat to wear at each shift. These will be distributed at the pre-event briefing. Please wear comfortable enclosed shoes.</p>