

# Volunteer Position Description

<p><b>Key Area: Refreshment Station</b></p> <p><b>Position Title: Refreshment Station Officer</b></p>	
<b>Nature of Role</b>	Challenge Tour Volunteer
<b>Reports to</b>	<ol style="list-style-type: none"> <li>1. Site Manager</li> <li>2. 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>

<p><b>Associated Tasks</b></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><b>Dates, Times &amp; Location</b></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><b>Briefing</b></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><b>Uniform</b></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>