

TOUR VILLAGE INFORMATION BOOTH ATTENDANT POSITION DESCRIPTION

POSITION

Tour Village Information Booth Attendant

NATURE OF EMPLOYMENT

Volunteer

Working with Children Check (WWCC) required for this role.

Please upload to the Rosterfy Portal under “My Profile” and then under the “Certificates” tab.

REPORTS TO

Operations Coordinator

TASKS

- Be the first point of contact for all guests approaching the information booth for the Tour Village and promote the event and local knowledge
- Answer specific questions relating to the Santos Tour Down Under
- Understand the different stages of both women's and men's to give an overview
- Assist with general tourism enquiries
- Assisting in front entrance line management
- Distribute event programs and tourism brochures
- Keep information booth, presented neat clean and tidy
- Help with ticket management
- Any other jobs as required

*Please note this position involves standing for the majority of the shift. Closed shoes are required to be worn as a part of this role.

SHIFT DATES AND SHIFT TIMES (APPROX.)

Santos Tour Down Under Dates: Friday 16 January – Sunday 25 January 2026

Shift Times:

Men's and Women's Race Days:

Morning Shift | 9:00am – 2:00pm

Afternoon Shift | 2:00pm – 6:00pm

*Times listed above are TBC

*Please arrive 10 minutes prior to shift starting time



LOCATION & TRANSPORT

The shifts will be located at the Tour Village, Victoria Square (North). You will need to check in at the Information Booth for your shifts.

Please note, there are no provisions within the Tour Village for private vehicles to be parked.

Volunteers are required to make their own arrangements to and from each shift.

MEALS

Water will be available at all times; please ensure you bring a reusable water bottle to refill.

A light meal will be provided if the shift is over 5 hours in duration.

Volunteers are welcome to bring snacks if they feel they require something to eat during the shift.

UNIFORM

Official event t-shirt (provided at volunteer briefing), neat and tidy black/denim pants or knee length shorts/skirt, closed toed comfortable footwear.

A hat and sunscreen will be provided should work be required to be undertaken outdoors.



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