

**TITLE:** Vollie Captain  
**START DATE:** 3 weeks prior to event day (start communicating with volunteers)  
**END DATE:** Event day (shift time to be confirmed)

**Purpose of Role**

The Vollie (volunteer) Captain is a volunteer role. The Vollie Captain will assist the Wild Women On Top (WWOT) Event Production Coordinator with managing other volunteers pre-event and on event day. The role will act as the main point of contact for the WWOT Event Production Coordinator and the small team of volunteers allocated to them. The key purpose of the role is to be a leader for their team of volunteers and to problem solve all issues/queries related to their participation in the event.

**Key Areas of Responsibility**

- Ensure communication from the WWOT Event Production Coordinator is flowing through to your volunteer team
- Ensure volunteers are clearly informed of their event day responsibilities in advance
- Sign in and sign out of all volunteers on event day; and ensuring they are carrying out their responsibilities diligently and safely
- Assist with other event related tasks as required and directed

**Key Outcomes**

- The movement of trekkers through the sites and along the route is smooth and comfortable
- Sites are bumped in and out within the designated times
- They feel a sense of empowerment and excitement

**Knowledge, Skills and Behaviour Required**

- Strong and well considered communication skills
- Strong work ethic and an ability to work under pressure
- Flexible approach to accommodate for changing situations
- Previous event experience is considered desirable

**Major Interactions**

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| <ul style="list-style-type: none"> <li>• WWOT Event Production Coordinator</li> <li>• Small team of allocated volunteers</li> </ul> | <ul style="list-style-type: none"> <li>• Trekkers</li> <li>• Logistics Contractor</li> <li>• Other WWOT staff</li> </ul> |
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**Unique Criteria**

- The role involves communicating with volunteers and staff, via email, text and phone calls
- The position will involve extended working hours on event day
- There will be lifting required and a lot of time will be spent on ones feet
- Attendance at a Vollie Captain briefing during event week. Details to be advised
- Each Vollie Captain will be provided with a Coastrek cap and snood (to keep), a volunteer pass (lanyard) and a high vis vest (must be returned post-shift). A gift will be provided on sign out, WOOHOO!
- Meal and drink vouchers will be provided on event day (if your shift is 4+ hours)