

**TITLE:** Team Changes Assistant

**START DATE:** Event day (shift time to be confirmed)

**END DATE:** Event day (shift time to be confirmed)

**Purpose of Role**

The Team Changes Assistant is a volunteer role. The Team Changes Assistant will assist the Wild Women On Top (WWOT) Coastrek Client Services with managing any withdrawals or team changes at the start line. The key purpose of the role is to be of assistance to Coastrek Client Services and ensure any start line registrations run smoothly.

**Key Areas of Responsibility**

- Work with Coastrek Client Services to organise and collect Team Changes or Withdrawals forms at the start line
- Assist with other event related tasks as required and directed

**Key Outcomes**

- Any start line registrations run smoothly and all trekkers are happy with their experience
- All trekkers that need to make team changes on event day are looked after
- The Coastrek Client Services receives all the help they need
- 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 Coastrek Client Services</li> <li>• Trekkers</li> </ul> | <ul style="list-style-type: none"> <li>• Other WWOT staff</li> <li>• Other volunteers</li> </ul> |
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**Unique Criteria**

- 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
- Each Team Changes Assistant will be provided with a Coastrek cap or snood (to keep) 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)