

TITLE: Event Day Assistant
START DATE: Event day (shift time to be confirmed)
END DATE: Event day (shift time to be confirmed)

<p>Purpose of Role</p> <p>The Event Day Assistant role is a volunteer role. The Event Day Assistant will report to their nominated Vollie Captain pre-event and on event day. The key purpose of the role is to ensure all site operations are carried out efficiently and effectively</p>	
<p>Key Areas of Responsibility</p> <ul style="list-style-type: none"> • Assist bump in and bump out of the site including erection of signage, marquees, trestles, fencing, lighting, and bins. • Arrange snacks and beverages for participants, and re-stock as required • Ensure toilets have enough toilet paper • Ensure site is clean and tidy. Put all dropped rubbish in the bins provided • Engage and cheer on the trekkers as they come through the site • Ensure trekkers are drinking water, eating snacks and crossing the timing strips • Sign in with the Vollie Captain at the start of your shift and sign out post-shift • Assist with other event related tasks as required and directed 	
<p>Key Outcomes</p> <ul style="list-style-type: none"> • The movement of trekkers through the sites is smooth and comfortable • Sites are bumped in and out within the designated times • Trekkers feel refreshed and happy to walk on 	
<p>Knowledge, Skills and Behaviour Required</p> <ul style="list-style-type: none"> • 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 	
<p>Major Interactions</p> <ul style="list-style-type: none"> • Nominated Vollie Captain • WWOT Event Production Coordinator 	<ul style="list-style-type: none"> • Trekkers • Logistics Contractor • Other WWOT staff
<p>Unique Criteria</p> <ul style="list-style-type: none"> • The role involves communicating with the Vollie Captain 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 • Each Event Day 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) 	