

TITLE: Pre-event volunteer
START DATE: 14 days prior to event day
END DATE: Day before event day

Purpose of Role

A pre-event volunteer is a volunteer role. The Flyer Distributors will report to the Wild Women On Top Event Production Coordinator pre-event (14 days leading into event day). The key purpose of the role is to drop flyers into letterboxes of all local residents and businesses, notifying them of the upcoming Coastrek event. Each volunteer will be provided a target area and map once appointed to the position.

Key Areas of Responsibility

- Drop flyers into letterboxes of all local residents and businesses, particularly cafes/ restaurants (Flyers to be posted to volunteers by WWOT, prior to start date)
- Distributing flyers can take place within the 14 days leading into event day, in the volunteer’s own time
- Once all local residents and businesses are notified in the target area, please contact WWOT Event Production Coordinator
- Assist with other event related tasks as required and directed

Key Outcomes

- Local residents and businesses are aware of the event and can call WWOT direct for more information if desired
- Cafés and restaurants can be prepared for more business that day

Knowledge, Skills and Behaviour Required

- Strong and well considered communication skills
- Strong work ethic
- Understanding of the event and ability to answer general enquires from residents and businesses if required

Major Interactions

- | | |
|-------------------------------------|--------------------|
| • WWOT Event Production Coordinator | • Local residents |
| • Other WWOT staff | • Local businesses |

Unique Criteria

- The role may involve communicating with local residents and businesses face-to-face
- The role may involve use of personal car and/or bicycle