

TITLE: RSA Staff
START DATE: Event day (shift time to be confirmed)
END DATE: Event day (shift time to be confirmed)

Purpose of Role The RSA Staff role is a volunteer role. The RSA Staff will report to their nominated Site Manager pre-event and on event day. The key purpose of the role is to set up the bar area and serve sparkling wine to trekkers in the Woohoo tent	
Key Areas of Responsibility <ul style="list-style-type: none"> • Set up bar area; this includes getting boxes of sparkling wine under tables in the tent, have glasses ready on trestle tables to pour sparkling into • Make sure rubbish is being managed; take all empty bottles and boxes to the large bins outside the tent • Ensure bar area is clean and tidy • Engage with trekkers in a friendly manner as you serve them • Watch for any participants that may be severely dehydrated, exhausted or injured and refer them to the Medical Team. Emergency guidelines are detailed in your Volunteer Briefing Document • Sign in with the Site Manager at the start of your shift and sign out post-shift • If the bar area is set up before the arrival of the first trekkers you may be asked to assist with other event related tasks as required and directed 	
Key Outcomes <ul style="list-style-type: none"> • Trekkers feel thanked for their amazing efforts and have a space to celebrate in • Alcohol is served in a responsibly and in accordance with RSA policies 	
Knowledge, Skills and Behaviour Required <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 	
Major Interactions <ul style="list-style-type: none"> • Site manager • WWOT Event Production Coordinator 	<ul style="list-style-type: none"> • Trekkers • Events Management Australia • Other WWOT staff
Unique Criteria <ul style="list-style-type: none"> • Each RSA Staff must have a valid RSA competency certificate and/or card • Each RSA Staff must wear a clean white button up shirt and either black dress pants or a skirt • The role involves communicating with the Site Manager 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 • Meal and drink vouchers will be provided on event day (if your shift is 4+ hours) 	