

TITLE: Site Assistant
WHEN: Event Day – a 4 hour shift between 5am and 11pm

<p>Purpose of Role</p> <p>The Site Assistant role is a volunteer role. The Site Assistant will report to the site manager on the 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, lighting, and bins. • 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 and crossing the timing strips. • Assist with bib/medal collection dependant on your site. • Sign in with the staff on site at the start of your shift and sign out post-shift. • Assist with other site 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.
<p>Major Interactions</p> <ul style="list-style-type: none"> • WWOT staff • WWOT Event Production Coordinator • Trekkers • Other volunteers
<p>Unique Criteria</p> <ul style="list-style-type: none"> • The role involves communicating with staff, via email, text and phone calls. • The position will involve extended working hours on the day. • There will be lifting required and a lot of time will be spent on ones feet. • Each Site 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 the day (if your shift is 4+ hours). • Each volunteer will be Covid-19 screened on arrival to their shift and required to have their temperature checked. • WWOT reserve the right to ask volunteers to leave the area and seek medical advice, if their temperature is $\geq 37.5^{\circ}\text{C}$ and/or shows symptoms/ been in close contact with a positive Covid-19 case.