

TITLE: Flyer Distributor
WHEN: 2 weeks before event day, up to the day before

Purpose of Role Flyer Distributor is a volunteer role. Flyer Distributors will report to the Wild Women On Top Event Production Coordinator. 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 <ul style="list-style-type: none"> • 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 to 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 related tasks as required and directed. 	
Key Outcomes <ul style="list-style-type: none"> • Local residents and businesses are aware of Coastrek event and can call WWOT direct for more information if desired. • Cafés and restaurants are prepared for more business that day. 	
Knowledge, Skills and Behaviour Required <ul style="list-style-type: none"> • Strong and well considered communication skills • Strong work ethic • Thorough understanding of Coastrek and ability to answer general enquires from residents and businesses if required. 	
Major Interactions <ul style="list-style-type: none"> • WWOT Event Production Coordinator • Other WWOT staff • Local residents • Local businesses 	
Unique Criteria <ul style="list-style-type: none"> • The role may involve communicating with local residents and businesses face-to-face. • The role may involve use of personal car and/or bicycle. • The role involves communicating with staff, via email, text and phone calls. • The position will involve extended working hours on the day. • There will a lot of time will be spent on ones feet. • Volunteers must not attend if they: <ul style="list-style-type: none"> - Are showing symptoms or have been in contact with a positive Covid-19 case in the last 14 days. - Have attended any of the reported case locations (listed in NSW Health website). 	