

**TITLE:** Event Assistant

**WHEN:** Event Day (Shift time to be confirmed)

<p><b>Purpose of Role</b></p> <p>The Event Assistant is a volunteer role with a LOT of WOOHOO! The Event 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 and that the trekkers receive plenty of WOOHOO and encouragement.</p>	
<p><b>Key Areas of Responsibility</b></p> <ul style="list-style-type: none"> <li>• Assist bump in and bump out of the site including erection of signage, marquees, trestles, lighting, and bins.</li> <li>• Ensure site is clean and tidy. Put all dropped rubbish in the bins provided.</li> <li>• Engage, encourage, WOOHOO and cheer on the trekkers as they come through the site.</li> <li>• Ensure trekkers are drinking water and crossing the timing strips.</li> <li>• Assist with bib/medal collection dependant on your site.</li> <li>• Sign in with the staff on site at the start of your shift and sign out post-shift.</li> <li>• Assist with other site related tasks as required and directed.</li> <li>• Be enthusiastic by spreading WOOHOO!</li> </ul>	
<p><b>Key Outcomes</b></p> <ul style="list-style-type: none"> <li>• The movement of trekkers through the sites is smooth and comfortable.</li> <li>• Sites are bumped in and out within the designated times.</li> <li>• Trekkers feel refreshed, encouraged, and happy to walk on.</li> </ul>	
<p><b>Knowledge, Skills and Behaviour Required</b></p> <ul style="list-style-type: none"> <li>• Strong and well considered communication skills.</li> <li>• Strong work ethic and an ability to work under pressure.</li> <li>• Flexible approach to accommodate for changing situations.</li> <li>• Outgoing and friendly with a positive attitude.</li> </ul>	
<p><b>Major Interactions</b></p> <ul style="list-style-type: none"> <li>• Site Manager</li> <li>• WWOT Event Production Coordinator</li> <li>• Trekkers</li> </ul>	<ul style="list-style-type: none"> <li>• Logistics Contractor</li> <li>• Heart Foundation</li> <li>• Other WWOT staff</li> </ul>
<p><b>Unique Criteria</b></p> <ul style="list-style-type: none"> <li>• The role involves communicating with staff, via email, text and phone calls.</li> <li>• The position may involve volunteering early in the morning or late at night.</li> <li>• There will be lifting required and a lot of time will be spent on your feet.</li> <li>• Each Site WOOHOO Team will be provided with Coastrek merchandise (to keep) and a high vis vest (must be returned post-shift). You'll also receive a gift from the Heart Foundation.</li> <li>• Coastrek Volunteering Certificate available on request post event.</li> <li>• Coffee voucher will be provided on the day (where applicable)</li> <li>• Lunch or a Meal voucher will be provided on the day for shifts 4 hours +</li> <li>• Free entry to Coastrek (valid for 12 months)</li> </ul>	