

TITLE: Logistics Legend

WHEN: Event Day (Shift time to be confirmed)

Purpose of Role

The Logistics Legend is a volunteer role with energy, and enthusiasm! The Logistics Legend 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.

Key Areas of Responsibility

- Assist bump in and bump out of the site. Equipment set up and pack down includes signage, marquees, trestles, lighting, and bins.
- Ensure site is clean and tidy. Wipe surfaces, put dropped rubbish into the bins provided, filling water drums, ensure there is enough toilet paper in the loos.
- Engage, encourage, Woohoo and cheer on the trekkers as they come through the site.
- Ensure trekkers are drinking water and crossing the timing pads.
- Assist in the Woohoo tent. Replenish tea, coffee, cups, stirrers, partner product, drink station (dependant on site).
- Assist with bib/medal collection (dependant on 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.
- Smile and have fun!

Key Outcomes

- The movement of trekkers through the sites is smooth and comfortable.
- Sites are bumped in and out within the designated times and as per site map.
- Trekkers feel refreshed, encouraged, and happy to walk on.

Knowledge, Skills and Behaviour Required

- Strong and well considered communication skills.
- Strong work ethic and an ability to work under pressure.
- Flexible approach to accommodate for changing situations.
- Outgoing and friendly with a positive attitude.

Major Interactions

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| <ul style="list-style-type: none"> • Site Manager • WWOT Event Production Coordinator • Trekkers | <ul style="list-style-type: none"> • Logistics Contractor • Beyond Blue • Other WWOT staff |
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Unique Criteria

- The role involves communicating with staff, via email, text and phone calls.
- The position may involve volunteering early in the morning or late at night.
- There will be light lifting required, and a lot of time will be spent on your feet.
- As you sign in, please collect a purple high-vis vest, cap, lapel pin and Beyond Blue wallet cards. Post-shift, please sign-out with the Site Manager and return the high-vis vest. You are welcome to keep the cap and pin as a memento.
- Coastrek Volunteering Certificate available on request post event.
- Food voucher will be provided on the day