

The West Australian Great WA Bike Ride | Volunteer Job Description

Team	Volunteer Support (Club Vollie)
Operating hours	7:30am -8:30am & 12:00pm – 8:00pm daily
Daily working hours	7:00am – 8:30am & 11:30am – 8:00pm (rostered) Full time – up to 8 hours, Riding Volunteers – up to 4 hours
Rest Day hours	7:30am – 8:00pm (rostered)

The Challenge

All volunteers feel supported and happy throughout the Ride

Team Outline	
Team purpose (outcomes)	<ul style="list-style-type: none"> To provide practical and emotional support to all Volunteers on Ride. To provide a place for Volunteers to 'chill out' away from duties and Riders
How the team gets the job done (actions)	<ul style="list-style-type: none"> Upon arrival to the Ride, register all volunteers, hand out uniforms, inform where services are, team meeting held etc Set up the Club Vollie area with a marquee, tables, chairs where campsite team instructs. Provide recreational and refreshments to volunteers throughout the day (magazines, games, hire of volunteer bikes, tea and coffee etc). To chat with volunteers about their day, teams, duties, sights in the towns etc. To provide relevant and interesting information to volunteers via a whiteboard Problem solve with volunteers and team leaders when required. To listen and watch for volunteers who may be struggling with the weather, duties, other volunteers etc and provide assistance where practical and requested. To serve the volunteers, contractors and staff lunch each day (except rest day) To assist with organising the Volunteer Thank-you function and any other volunteer activities organised on the Ride In the morning assist the team leader to ensure all volunteers travelling on the BV transport are packed and ready to go by 8:30am At the end of the day (and in the morning) pack up the Club Vollie area, load onto our vehicle and drive to next campsite.

Team Characteristics	Name here
Team Size	Small - 4
Physical work	Some – unpacking and packing of equipment each day
Customer contact	Yes – good communication skills a must!
Sitting / Standing	Sitting and standing
Outdoor exposure	Yes (under marquee)
Location	On Campsite
Riding Volunteers	Yes
Qualifications	None- genuine interest in people's wellbeing essential
Cash handling	None
Equipment loaned <i>(need to return at end of Ride)</i>	Vehicle (3 tonne truck) with all volunteer tents, bikes, trestles, chairs and other volunteer equipment to be transport each day
Equipment supplied	None required
First day duties	Volunteer Support – registering volunteers, settling them in etc
Last day duties	At finish site, route marshal, bike boxes, transport etc
Required Start and end date	Required the day before official start day and end's on last Ride day