

VOLUNTEER POSITION DESCRIPTION

EVENT LOGISTICS SUPPORT

SUMMARY OF ROLE

- Event Logistics Support volunteers are the Oxfam Trailwalker couriers. They contribute to the smooth running of the event by providing logistical support as directed by the Event Logistics Coordinator on shift at the Event Control Centre. They may be asked to deliver supplies to checkpoints, help unload vehicles, or sort equipment in the stores.
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TRAINING AND OTHER IMPORTANT INFORMATION

- ❖ **Attending a pre-event training session is NOT REQUIRED for this role.** You will be briefed and trained on the day when you arrive for your shift.
 - ❖ **As an Event Logistics Support volunteer you are responsible for:**
 - Delivering and collecting equipment (and occasionally people) to and from various event sites.
 - Unloading and loading equipment and supplies from event vehicles.
 - Sorting, cleaning, and packing event equipment and supplies in preparation for the next Oxfam Trailwalker event.
 - Acting as a checkpoint volunteer in busy times when they require more staff.
 - ❖ **Requirements:**
 - Must have a current and valid FULL Driver's License, and be 25 years of age or over.
 - You should be comfortable with driving an automatic Oxfam event van.
 - You should be confident in navigating whilst on-the-go with the provided map book/s or in-car GPS device.
 - You should be aware of and comfortable with the potential conditions you may be driving in (i.e. at night).
 - You will need to be physically able to lift and move equipment and supplies.
 - You will need to coordinate your own transport to and from the Event Control Centre to fulfill your shift.
 - If you have any questions or issues regarding your involvement prior to the event, please contact the Oxfam Events Volunteers Team at the earliest opportunity.
 - ❖ You will need to be open and flexible, happy to jump in and help as needed. It is hard to predict when you will be in high demand, so come prepared with a book or something to entertain yourself when things are quieter.
 - ❖ Use the *Essential Information Checklist* to make sure you are prepared to volunteer at the event. This checklist is included in your *Volunteer Shift Confirmation* email and on your *Volunteer Profile* online. An overview of the event and your role as an Oxfam Trailwalker volunteer can be found in the *Volunteer Handbook* (linked to in the *Essential Information Checklist*).
 - ❖ If you have any further questions or issues regarding your involvement prior to the event, please contact the Oxfam Events Volunteers Team.
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ON-THE-DAY RESPONSIBILITIES

- ❖ Please **arrive for your shift ON TIME to ensure time for a proper induction.** If you're running late, please call the On-the-day Event Control Centre Volunteers' Coordinator (1300 369 606) and let us know. Refer to your *Volunteer Shift Confirmation* email for the full details of your volunteer shift time and location. If you cannot locate your *Volunteer Shift Confirmation* email head to our website and click 'Check your status' to review your *Volunteer Profile* online.
- ❖ **Sign-in with the Volunteers Coordinator** in order to receive your volunteer vest, name tag and any equipment required for your role. **It is essential to tick your name on the sign-in sheet** for WH&S purposes.
- ❖ **The Volunteers Coordinator will introduce you to the Logistics Coordinator who will be assigning tasks to you as requests come in from the checkpoints or deliveries arrive from the checkpoints.** All necessary information to fulfill your tasks will be provided by the Logistics Coordinator on shift. Please ask questions if you are unsure of anything.
- ❖ Event Logistics Support volunteers work in teams of two (as a minimum) so you will be driving with someone and have someone to assist with loading vehicles. The Volunteers Coordinator will let you know who the other volunteers are on your shift, and introduce you if they have already arrived.

- If there is a high demand for supplies etc. around the event, if you are comfortable, you may be deployed on your own. Ask checkpoint volunteers to assist with any loading and unloading in this instance.
- ❖ If you are assigned a task requiring you to leave the Event Control Centre, you will be provided with an event mobile phone and a GPS tracker so we can reach you while you are out and about. Each event vehicle contains a GPS with all the event sites preprogrammed so you know where to go. When away from your assigned vehicle whilst in the field you should carry the assigned mobile to ensure you can be contacted.
- ❖ If there are no deliveries/collections required or equipment needing to be unloaded at the Event Control Centre, your role will be to help with the sorting and cleaning of equipment and supplies already returned from checkpoints to the Event Control Centre. This can include opening the tubs and sorting out all the items as per the instructions and equipment lists provided. You may have to wipe down signs and trail markers, and ensure things are dry and clean before packing them away. We recommend wearing dark or coloured / casual clothing as you may get a little dirty unloading equipment.
- ❖ You may be required to buy supplies to deliver to the checkpoints as part of your role. There will be a small amount of petty cash kept at the Event Control Centre which will be allocated to you prior to any necessary purchases. Please remember to keep all receipts and change and to return them to the Logistics Coordinator on shift at the Event Control Centre.
- ❖ **Please note:**
 - While driving you will personally be covered by the Oxfam Australia volunteer insurance policy, however this does not cover parking fines, speeding fines or other traffic infringements. You should ensure that you adhere to all road rules, laws and directions, and drive responsibly at all times. Vehicle damage or accidents must be reported to the Event Controller in the Event Control Centre as soon as they occur.
 - All Event Logistics Support volunteers should be aware of the hazards associated with driving whilst fatigued, as outlined on page 15 of the *Volunteer Handbook* – if you need to stop, rest and revive during your shift, please contact the Event Control Centre and let them know.
 - All volunteers should be aware of the hazards associated with lifting and sorting gear as outlined on page 15 of the *Volunteer Handbook*.
 - Please do not drive home after your shift if you are tired. If you have worked overnight, we recommend that you take a nap before the drive home.
- ❖ Upon completion of your shift, please **return equipment to the Volunteers Coordinator, and sign-out.**

**THANK YOU SO MUCH FOR YOUR HELP – WE HOPE YOU ENJOY
BEING A PART OF OXFAM TRAILWALKER!**