

# Pre-Event: Helper

## PURPOSE OF THE POSITION:

Assist the WestCycle team in packing all of the necessary sponsorship collateral and event material into the participant rider packs and if required, helping WestCycle with any additional light pre-event duties. This position will be based at the Leederville Sporting Club.

## RESPONSIBILITIES AND DUTIES

- Pack rider bags with all necessary sponsorship collateral and event material
- Work effectively and efficiently in a team and as an individual

## SPECIAL SKILLS

Volunteer must have a happy and helpful attitude, and can work effectively and efficiently in a team and as an individual. No experience is required. Volunteers must be available to attend at least one of the bag packing dates below:

- Tuesday 11 April 2023
- Wednesday 12 April 2023

## BENEFITS

- Valuable experience in mass participation events
- Meeting new people and learning new skills
- Signing off volunteering hours for University or High School
- Certificate of Appreciation
- Snacks and refreshments
- Volunteer T-Shirt
- WestCycle Backpack
- Water bottle
- Pedal Mafia cap
- WestCycle Ride Community Membership

## HOW TO APPLY

Apply online via the following form [HERE](#)

Please note EventMatrix are managing event logistics on the day, including volunteer management. After registering your details in the form above, a team member from EventMatrix will be in touch with you to confirm your position. Please remember to check spam and junk mail for a reply which will be from [volunteer@westcycle.org.au](mailto:volunteer@westcycle.org.au).

If you have any further questions, please do not hesitate to contact WestCycle via email at [volunteer@westcycle.org.au](mailto:volunteer@westcycle.org.au) or phone on 6336 9688

# Pre-Event: Registration Assistant

## PURPOSE OF THE POSITION:

To welcome our riders, complete the accurate registration of all teams and individuals and distribute rider packs. Be the first point of contact for event participants, and welcome them in a helpful and friendly demeanor.

## RESPONSIBILITIES AND DUTIES

- Assist with the set up and pack down of the registration area
- Rider registration and provision of rider packs.
- Provide information to riders, direct riders where necessary to event staff and sponsor marquees
- Smile and welcome all riders to the registration area

## SPECIAL SKILLS

Volunteer must have a happy and helpful attitude, and can work effectively and efficiently in a team and as an individual. No experience is required. Volunteers must be available to attend at least one of the Rider Collection dates below:

- Friday 14 April 2023
- Saturday 15 April 2023

The Rider Collection will be located at the Leederville Sporting Club

## BENEFITS

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# Course Marshal

## PURPOSE OF THE POSITION:

Course marshals play a significant role by being the eyes and ears on the course assisting the event organisers. They encourage and cheer on the riders throughout the Challenge providing that extra motivation to make it up the next hill!

Course marshals help to ensure riders are heading in the correct direction, provide assistance if required and notify Event Control of any issues on the course.

Course marshals are an integral part of the traffic management plan. Course marshals are responsible for directing cyclists and where possible (and safe) assisting spectators and pedestrians while the event is underway. Course Marshals are not responsible to direct vehicle traffic in any way.

## RESPONSIBILITIES AND DUTIES

- Communicate when required to Event Control which may include updates on riders or reporting issues/emergencies on course.
- Provide information to the public about the event if asked
- Provide directional assistance to riders
- Alert riders to upcoming hazards
- Interact with and encourage riders during the event to ensure the best and safest possible experience is had by all
- Be alert and maintain your position until Broom wagon comes past with the last rider

## SPECIAL SKILLS

Have a positive attitude to helping riders and wanting them to succeed in their journey. Have the confidence to make noise, cheer riders on and encourage them as well as talking to event staff if required.

Volunteers must have their own transport to get to remote locations along the course and be happy to spend time sitting and waiting before seeing the next rider. A great role to be done in a pair with a friend or family member to help make the time go faster. Volunteers must be over 18 unless volunteering with a parent. No experience required.

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# Pit Stop Assistant

## PURPOSE OF THE POSITION:

As part of the Pit Stop crew you will be positioned along the route. These pit stops provide riders with the opportunity to have a quick break, grab a snack, refill their water bottles and visit the toilet facilities before continuing their ride. Pit Stop crew will set up the site and be responsible for managing the flow of riders entering and exiting the site to ensure safety of for all participants.

## RESPONSIBILITIES AND DUTIES

- Assist with the set up and pack up of pit stop
- Provide assistance to riders: drinks, snacks, and minor first aid supplies etc.
- Monitor rider traffic coming in and out of the aid station
- Monitor pit stop supplies to ensure you don't run out.
- Interact with and encourage riders during the event to ensure the best and safest possible experience is had by all
- Work under the direction of the Pit Stop Manager

## SPECIAL SKILLS

An early riser that possesses a happy and helpful attitude, and enjoys working in a customer focused environment.

Volunteers must enjoy working efficiently within a team in a fast paced team environment and must be able to stay for the whole shift. Volunteers need to have access to their own transport to get to Pit Stop locations (no public transport available).

This is a great role to do as a family or groups of friends. Volunteers must be over 16 unless volunteering with a parent. No experience required.

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# Event Village General Help

## PURPOSE OF THE POSITION:

Event Village General Helper at Champion Lakes Regatta Centre. Volunteers must be happy to help where needed with general tasks assisting event staff. Located at Henley Dr, Champion Lakes WA 6111.

## RESPONSIBILITIES AND DUTIES

- Assist Event Staff with general tasks in the Event Village
- Assisting with participant management at the start
- Distributing medals and recovery products post event

## SPECIAL SKILLS

Have a happy and helpful attitude and have the ability to work effectively and efficiently in a team and as an individual. Volunteers must have good communication skills and the ability to complete given tasks. Able to perform light duties required including lifting and shifting during setup and pack down. For those who like the fast paced and sometimes hectic event work environment. Volunteers must be over 16 unless volunteering with a parent. No experience required.

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