



## VOLUNTEER POSITION DESCRIPTION

### VOLUNTEER RELATIONS OFFICER (VRO)

**Minimum Time Commitment:** 10 days from 19 October 2023 (TBC – this will vary depending on allocated location). This means you need to be available to commence your role on 19 October i.e., fly in the day before.

#### **Outline of Role:**

The Volunteer Relations Officer is responsible for Observers and any other volunteers at control stops.

The VRO is required to:

- Manage the arrival / departure of Observers (volunteers) with teams into and out of each control stop.
- Keep records volunteer movements in and out of the control stop. Update Mission Control via the Control Stop Manager each evening.
- Be aware of what services are available at each control stop and to make these available to the volunteers who arrive at control stops i.e. toilets, showers, food.
- Assist any volunteers who cannot proceed (medical reasons or a team has withdrawn) to find accommodation and transport back to Adelaide.
- Assist the Competitor Relations Officer and Control Stop Manager when they can.

#### Locations & Durations

Katherine	Duration: 1 day + travel
Daly Waters	Duration: 2 days + travel
Tennant Creek	Duration: 2 days + travel
Barrow Creek	Duration: 2 days + travel
Alice Springs	Duration: 2 days + travel
Erlunda	Duration: 2 days + travel
Coober Pedy	Duration: 2 days + travel
Glendambo	Duration: 3 days + travel
Port Augusta	Duration: 3 days + travel

#### **Desirable Attributes:**

- Well organised
- Able to act independently and make decisions on actions
- First aid capabilities desirable
- A love of hot, dusty remote outback locations

#### **Reporting Structure:**

Reports to relevant Control Stop Manager.

#### **Benefits:**

- Event credential
- Event Uniform – shirt & bucket hat
- Training and material required to complete role
- Accommodation at required event locations
- Invitation to Bridgestone World Solar Challenge Awards Ceremony

## **Organisational Contribution / Safety Awareness**

### **Your Commitment**

As a volunteer you are with us because you want to be on this great adventure, and you are in full control of your availability. We ask that you think carefully before committing your time and provide sufficient notice if you are unable to deliver your commitment. Volunteers are expected to be reliable and available to perform their allotted tasks.

Whilst during the event your commitment may be considerable, please take time to rest and take breaks.

On the road, the Bridgestone World Solar Challenge is represented by all of the on-road volunteers, so we have high expectations of you and expect you to behave in a professional manner at all times.

You are;

- A representative of the event
- A judge of fact – what that means is that your recorded observations can be used by the Stewards as evidence of what happened (from your perspective).
- Asked to record honestly the actions and incidents of the team.
- Required to maintain the official records of the team's progress on behalf of the organiser.

To do this you need to:

1. Observe
2. Be attentive

Depending on your role, notes you will be required to keep may include;

1. Your period of duty – record start, stop, distance run, handover etc.
2. Your location – reference from the left-hand column of the route notes
3. Timekeeping – outside of control stops this is the Team Manager's responsibility  
Your responsibility is to observe and record!
4. Overnight impound of battery packs – ensuring the team does the work, your job is to observe.
5. Record driver's details, ballast, safety issues, on road incidents etc.

All volunteers need to consistently record these items so that the Event Officials, Stewards, Clerk of the Course, Scientific Faculty, Event Organiser or any entity legally required to access can review your records and understand what was happening at the time.