



Pre-Event Notification Distributor (Letter Box Drops)

Brief Description	Pre-Event Notification Distributors deliver integral event notifications (in the form of a letter) into mailboxes in specific streets of Eagleby. This role is flexible in terms of timing as Notification Distributors can choose when they would like to complete their allocated area (within the space of a 9 day period – noted below). This role involves pick up of assigned letters from the Bicycle Queensland Office (or other assigned location) and strong communication regarding the task completed. This is a volunteer role which takes place outdoors prior to event day.
Reports to	The Events Team – This is an unsupervised role. Volunteers under the age of 18years must be accompanied by an adult.
Location & Times	<p>This role includes the pick up of a pack of letters (and an assigned mapped area) from the Bicycle Queensland Office – 16/43 Lang Parade, Milton – prior to Friday 30th August. If you are from the Eagleby area, there may be an option to pick up your pack of letters from Coomera State School between 10am-11am on Saturday 7th September pending arrangement with the Events Team.</p> <p>The Event Notification (letter) distribution period starts on Saturday 31st August and must be completed by Sunday 8th September.</p> <p>Each assigned area should take no longer than 2hours (maximum) to complete.</p>
Positions Available	Approximately 8 areas are available. Each can be completed by 1 person however volunteers are most welcome to sign up to complete the task with a friend or group.
Experience/ Skills Required	<ul style="list-style-type: none">• Ability to work independently and unsupervised• Excellent communication• Ability to follow instructions• Ability to think clearly, act responsibly under all conditions• A friendly and approachable demeanor
General Information	<ul style="list-style-type: none">• You will be out in the community representing Bicycle Queensland – a happy face and positive attitude is a must• Weather protection including a hat, sunscreen, sunglasses, sun smart and wet weather protective clothing is essential• Positions may require you to be on your feet for long periods at a time - comfortable closed toe footwear is essential• You will be required to report back to the office with specific information about the areas covered once the task has been completed.• You will need the ability to get yourself to the Bicycle Queensland office (to pick up the letters) and also to the area• For this position, you will <u>not</u> be required to attend one of the listed 'Event briefing sessions' prior to the event. You will be briefed on arrival to your shift.• Any serious problems or concerns should be referred to the Events Team
Sun Exposure	High
Physical Activity	Medium – this role predominantly involves walking or riding
Benefits / Supplies	<ul style="list-style-type: none">• Certificate of Appreciation (upon request)• Insurance cover• Opportunity to work on Queensland's biggest and best bike ride• Valuable experience in mass participation events
How to Apply	Register online at www.b2gc.bq.org.au/volunteer We look forward to hearing from you!