

## Pre-Event Office Assistant (Rider Kit Packing and Hand Out)

<b>Brief Description</b>	Pre-Event Office Assistants will assist in the packing of Rider Kits (information and merchandise filled envelopes) which are either mailed to riders a few weeks prior to the event, or handed to them when they drop into the Bicycle Queensland office on one of the assigned 'Rider Kit – Pick Up Days'. This is a volunteer role which takes place in the Bicycle Queensland Office prior to the event.
<b>Reports to</b>	The Events Team
<b>Location &amp; Times</b>	Bicycle Queensland Office – 16/43 Lang Parade, Milton Rider Kit Packing Day 1 – 10am – 3pm, Thursday 29 <sup>th</sup> August 2019 Rider Kit Packing Day 2 – 10am-3pm, Friday 30 <sup>th</sup> August 2019 Rider Kit Packing Day 3 – 10am – 3pm, Monday 2 September 2019 Rider Kit Pick Up Day 1 (includes some kit packing) – 8am-6pm Thursday 12 <sup>th</sup> September 2019 Rider Kit Pick Up Day 2 – 8am-6pm Friday 13 <sup>th</sup> September 2019 Rider Kit Pick Up Day 3 – 9am-11am Sat 14 <sup>th</sup> September 2019
<b>Positions Available</b>	8 per Rider Kit Packing Day 2 per Rider Kit Pick Up Day
<b>Experience/ Skills Required</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Excellent communication &amp; customer service skills</li> <li>• Ability to work in a fast-paced environment</li> <li>• Ability to follow instructions</li> <li>• Ability to think clearly, act responsibly under all conditions and respond quickly to changing situations</li> <li>• A friendly and approachable demeanor</li> <li>• Ability to motivate others</li> </ul>
<b>General Information</b>	<ul style="list-style-type: none"> <li>• You will be interacting with staff, riders and other volunteers – happy faces and positive attitudes</li> <li>• Positions may require you to be on your feet for long periods at a time - comfortable closed toe footwear is essential</li> <li>• All volunteers are required to sign in and out during any period of volunteering</li> <li>• 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.</li> <li>• Not all riders might be happy, so please be patient and remain courteous</li> <li>• Any serious problems or concerns should be referred to your team leader</li> </ul>
<b>Sun Exposure</b>	Low – This role is positioned indoors
<b>Physical Activity</b>	Medium – some lifting may be required
<b>Benefits / Supplies</b>	<ul style="list-style-type: none"> <li>• Certificate of Appreciation (upon request)</li> <li>• Insurance cover</li> <li>• Opportunity to work on Queensland's biggest and best bike ride</li> <li>• Valuable experience in mass participation events</li> <li>• Snacks, if volunteering over 4 hours</li> </ul>
<b>How to Apply</b>	Register online at <a href="http://www.b2gc.bq.org.au/volunteer">www.b2gc.bq.org.au/volunteer</a> We look forward to hearing from you!