



# AROUND THE BAY

## TEAM LEADER - FINISH LINE SQUAD (AM)

- Do you like working with a team to pull something together?
- Do you have volunteer management skills?
- Can you bring people together, united for a common cause?
- Are you a problem solver with excellent communication skills?

### THE BIG PICTURE

Around the Bay is our iconic Melbourne event that inspires riders of different abilities to take on their next challenge. By volunteering on Around the Bay you will be not only helping others to achieve their personal goals but supporting the two charities; Bicycle Network and the Smith Family. It's a great day to be a part of!

### THE TEAM LEADER GROUP

Our team leaders are key to making Around the Bay a success. They pride themselves on displaying the values of passion, integrity and team work, as defined below, and we ask all team leaders to agree to these values:

- Passion; a love of the event and a commitment to the people that help us make it happen
- Integrity; honesty with ourselves and others
- Team work; empowering each other and the teams through shared ownership, encouragement and support

### WHAT'S INVOLVED:

There are two opportunities to become a Team Leader of the Finish Squad. However, the morning shift is a little bit more mixed. The role involves coordinating a team of volunteers at the Village situated at Alexander Gardens. You'll be ensuring that the volunteers are involved in the delivery of the morning bag drop and a second group of volunteers delivering the finish line duties. You'll be the go-to-point between your team and the Site Manager. You'll be supported by the whole Around the Bay team, and you'll be assisting us in ensuring our volunteers are ready and rearing to go and have a great experience on the day.

#### Pre-event duties:

- Communication to your team by email to introduce yourself
- Meet with the Site Manager for a briefing on the role
- Be available for communications with the Volunteer Coordinator

#### On event duties:

- Energising an early team of bag drop volunteers
- Leading your team of finish line volunteers
- Assistance in response to issues and emergencies
- Communicate and make decisions with the Site Manager

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## Team duties on event:

- First point of contact for many riders as they drop off their bags
- Carefully label and place dropped bags
- Direct riders of where to head after they have dropped off their bags
- Congratulate riders on finishing
- Handing out medals to the riders
- Ensure riders cross the line safely
- Bringing the energy to the site
- Answering questions from the riders or public

## FINER DETAILS

**Event Dates:** Sunday 8<sup>th</sup> October

**Shift Duration:** 4.00am-1.30pm

**Team Leader Meetings:** 1 prior to the event

**Team Size:** 4-10 volunteers

**Work location:** Alexander Gardens

**Supervision:** Your main supervisor will be the Site Manager, with further supervisor from the Event Manager, Volunteer Coordinator and Event Team Members

## IS IT RIGHT FOR YOU?

- Have you had experience in building a team?
- Do you have great communication skills, experienced in dealing with a wide range of people and understanding concerns?
- Are you proactive when it comes to problem solving, always open to how something can be done better?
- Have you participated in or volunteered on the road of major cycling events before?

Without our amazing volunteers, Around the Bay just wouldn't be possible – thanks for your interest in taking a leading role on the team!

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