

Role #1

Volunteer Coordinator

- Seek out volunteers to fill the required roles
- Create a volunteer schedule to ensure all event roles are filled
- Send any relevant volunteer role information to the volunteers
- Liaise with Lead Volunteer (who'll oversee the volunteers on the day) to ensure she knows the schedule and who might need training
- Send out the volunteer 'thank you's and discount codes
- Oversee course marking/demarking

Don't worry - we'll guide you in the role until you're confident in it!

Any teenagers who want to help (and who may be motivated by the small financial appreciation) can also apply.

Role #2

Supply Coordinator

- Check the current food & drink supplies before an event
- Calculate how much food & drink will likely be needed
- Purchase food & drink
- Transport food & drink supplies to event OR race director (this can include simply arranging a time for the race director to pick up the supplies)

Don't worry - we'll guide you in the role until you're confident in it!

Any teenagers who want to help (and who may be motivated by the small financial appreciation) can also apply.

Note: All materials purchased will be reimbursed. This is in addition to the financial appreciation which will be provided for the role.

Role #3

Administrative Coordinator

- Print all documents sent to you
 - o Some are on glossy paper
 - o Some are on plain paper
- Create prize vouchers & the prize voucher list
 - o Print
- Staple, paper clip, hole punch, and laminate as directed
- Verify all necessary bibs & timing chips (if separate) are present and, if not, alert the event director which ones need to be created
- Don't worry - we'll guide you in the role until you're confident in it!
Any teenagers who want to help (and who may be motivated by the small financial appreciation) can also apply.

Note: All materials purchased will be reimbursed. This is in addition to the financial appreciation which will be provided for the role.

Role #4

Sponsorship Coordinator

- Contact previous & potential sponsorship to seek out sponsors
- Liaise with director and administrative coordinator of any sponsors, to enable advertisement
- Pick up any donated prizes

Don't worry – a template contact form is provided. We'll guide you in the role until you're confident in it!

Any teenagers who want to help (and who may be motivated by the small financial appreciation) can also apply.

Note: All materials purchased will be reimbursed. This is in addition to the financial appreciation which will be provided for the role.

Role #5

Cook/Baker

For a large event (approximately 2 a year)

- Bake 1 'regular' snack and 1 vegan, gluten free snack per large event
 - o Each snack is typically a 'triple batch'
 - o We're not looking for anything fancy – use of store-bought mixes is perfectly acceptable. In fact, we'll show you which gluten-free, vegan store-bought mixes we recommend!

For a time-based sponsored event (ie, Adelaide 24 Hour Festival, SA Track Ultra) – approximately 2 a year

- Bake 3-4 'regular' snacks and 2 vegan, gluten free snack per large event
 - o Each snack is typically a 'triple batch'
 - o We can tell you which snacks we'd prefer (typically, banana bread, brownies, chocolate chip cookies, & one 'other')
 - o We're not looking for anything fancy – use of store-bought mixes is perfectly acceptable. In fact, we'll show you which gluten-free, vegan store-bought mixes we recommend!
- Cook one LARGE vegan/gluten-free soup. Recipe provided.

Don't worry - We'll guide you in the role until you're confident in it!

Any teenagers who want to help (and who may be motivated by the small financial appreciation) can also apply.

Note: All materials purchased will be reimbursed. This is in addition to the financial appreciation which will be provided for the role.

ALL APPLICANTS MUST BE CAUTIOUS TO AVOID CROSS-CONTAMINATION FOR THE DIETARY SENSITIVE FOODS