

# POSITION DESCRIPTION

<b>Position Title</b>	Cooks River Fun Run Event Volunteer
<b>Department/Section</b>	Communications and Events
<b>Reporting to</b>	Communications and Events Officer
<b>Location</b>	Freshwater Park – Ada Ave, Strathfield NSW 2135

## Organisational Environment and Council Values

Refer to the [Working at Strathfield Council](#) page on our website.

## Position

Strathfield Council's Communications and Events section is seeking thirty (30) volunteers to participate in Strathfield's annual Cooks River Fun Run event.

The event takes place on **Sunday 27 June 2021 at 6.30am - 12pm**, at Freshwater Park (Ada Ave, Strathfield NSW 2135). Cooks River Fun Run is a great family event that takes in the Bay to Bay Cycleway from Freshwater Park to Ford Park. Participants can choose from a 5km walk, 5km run or 10km run. The Cooks River Fun Run also features a 2km Kids Run.

Volunteers will be required to assist with marshalling, manning the Registration tent, handing out participant bibs, assisting with food and drink stations and distributing winners medals. All volunteers are required to provide sound customer service to all patrons to ensure they have an enjoyable experience at the 2021 Cooks River Fun Run.

Volunteers will be required to wear Council provided event shirts.

## Work Health and Safety (WHS) responsibilities

All volunteers must take reasonable care for their own health and safety and comply and cooperate with reasonable instructions, policies and procedures regarding the safety and health of other persons and workplaces.

Managers and supervisors have a positive duty to exercise due diligence to ensure that Council complies with its safety operations. The volunteers who occupy these jobs must acquire and keep up-to-date knowledge of Council's work, health and safety systems which include plans, policies and procedures. Managers and supervisors must have an understanding of work health and safety matters within their scope of operations and ensure that processes for compliance are implemented.

## **Work Health and Safety**

All Council volunteers are expected to:

- Follow safe practices/procedures to perform your duties in a manner, so as not to affect the health and safety of yourself or others.
- Participate in development of safe work procedures and risk assessments with your Supervisor when required.
- Actively participate in WHS inductions and training when required.
- Wear and use Personal Protective Equipment (PPE) in the prescribed manner and when specified.
- Participate in workplace inspections if required.
- Use and maintain plant or equipment of any kind, including computer and other telecommunication devices in accordance with instructions and procedures.
- Participate in emergency preparedness training, including any required knowledge for business continuity plans.
- Report all hazards, near misses and damage as per the Strathfield Municipal Council (SMC) reporting procedure.
- Participate in accident and incident investigations as required.

## **Working with Children Check / National Police Check**

Successful applicants are required to undergo a National Criminal Record Check and must obtain a Working with Children's clearance prior to commencement.

## **Injury Management**

- Report all injuries/illnesses that occur at work immediately
- If injured at work, actively cooperate and participate to comply with obligations imposed under injury management and return-to-work plans where applicable.

## **Key Responsibilities**

- To greet patrons and provide them with general information.
- Assisting with marshalling the course.
- Assisting at the Council Registration stand: registering participants and providing bibs.
- Assisting food and drink stations.
- Distributing participant medals.
- Answering patrons queries and directing them to correct locations.
- Reporting any issues to Events team.

## Criteria

### Essential

- Display a courteous and friendly manner at all times.
- Ability to make patrons feel welcome and comfortable.
- Show reliability and punctuality.
- Ability and ongoing commitment to work with or without supervision.
- Ability to work as part of a team and foster positive relationships between the community and Council.

*This Position Description and all associated information is not to be considered as a comprehensive, complete and/or exhaustive 'list' of responsibilities, criteria or outcomes. It is indicative only.*

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### Approval of Volunteer Position Description

- This position description has been reviewed and accurately describes the role.
- Job qualifications and accountabilities are relevant to the position.

Volunteer: _____	
Signature: _____	Date: _____
Manager: _____	
Signature: _____	Date: _____

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***Position Description reviewed: April 2021***