

### Volunteer Role Description

<b>Job Title:</b>	<b>Logistics Coordinator</b>	<b>Reports To:</b>	Relay Chair
<b>Work Unit:</b>	Relay For Life	<b>Location:</b>	Variable
<b>Agreed Day(s):</b>	Variable	<b>Agreed Hours(s):</b>	4-6 hours per week (variable depending upon time to event)

#### Description of Role:

The Logistics Coordinator is responsible for building & maintaining a solid competent infrastructure that supports the entire Relay For Life from beginning to end. This position requires someone who is detail orientated and who thinks of what we'll need before it's required. You will work with the venue staff to understand how the site works, how to operate everything and where everything is located.

#### Main tasks and responsibilities:

- Read the Logistics Coordinator Manual.
- Recruit Logistics sub-committee volunteers and meet with them regularly.
- Attend Committee/Sub Committee meetings.
- Liaise with all Committee Members to ensure all requirements of the event are planned for and met on the day
- Obtain necessary contracts and permits
- Work with Relay Chair to secure site
- Prepare site map
- Obtain 24-hour Security
- Arrange for traffic control/parking
- Arrange 24-hour First Aid
- Obtain communication devices
- Assign & manage set up crew volunteers
- Assign & manage clean up volunteers
- Arrange 24-hour staffing for the logistics
- Obtain other logistical needs such as but not limited to - stage, sound, marquees, security, tables, chairs and electricity
- Determine the lighting requirements & electrical needs
- Participate in event planning sessions as required
- Recognise and thank volunteers and in-kind supporters.
- Have consideration for OH&S regulations at all times
- Recruit teams and survivors to the event

#### Useful Skills:

- Strong supervisory experience
- Experience in organising complex events/logistical process
- Demonstrated planning experience
- Highly organised, ability to roster and organise schedule for logistical needs
- Experience in planning and organising events.
- Clear verbal/ written communication skills, diplomacy and ability to get on with people

#### Benefits of the Role:

- Opportunity to work with Cancer Council Tasmania to achieve its mission – To defeat cancer.
- Outstanding opportunity to engage with all areas of your local community
- Opportunity to work within a community organisation and to work with other volunteers.
- Opportunity to learn and develop new skills.
- Further growth opportunities exist within volunteer arena

#### AGREEMENT

I, \_\_\_\_\_ agree to accept the position of \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Date of Review:** Alicia van Ek, State Manager RFL, June 2024

**Date Filled:** \_\_\_\_\_ **Name of Volunteer:** \_\_\_\_\_