

MPW 2015 - Volunteer Information Pack

Sydney Olympic Park



Our Million Paws Walk Super Stars!

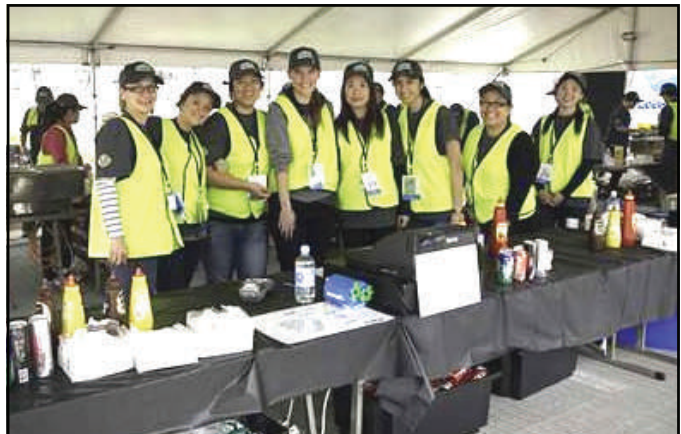
Without the help of volunteers, it would not be possible for Million Paws Walk to be such a huge success! We are seeking the support of over 200 volunteers to fulfil the numerous roles available.

Eight years running and the Sydney Million Paws Walk continues to be one of the RSPCA's most popular outdoor events for animal lovers and their furry companions. Cathy Freeman Park will be a festival of entertainment, for people and pooches alike, taking part in the annual walk to help fight animal cruelty.

Please read through this information pack to find out about all the volunteer roles available.

Volunteer Roles at Sydney include:

- 500 Club Attendants
- BBQ Attendants
- Agility Park Attendants
- Competition Coordinators
- Cupcake Day Stall attendants
- Doggie Butler's & Mutt Maids
- Fundraisers
- Finish Line Cheerleaders
- Kids Korner Attendants
- Little Miss Cupcakes
- Merchandise Tent Attendants
- Perimeter Marshals
- Registration/Front Gate Attendants
- Water Station Attendants
- Walk Route Marshals



Who is the ideal MPW Volunteer?

Someone who is over 16 years of age and doesn't mind an early start! All volunteers need to have a high level of communication skills both written and verbal, a basic level of fitness and the capacity to undertake physical work such as walking for up to 4km.

As you can see above, there are a variety of roles to suit all fitness levels. The ideal volunteer will also be a happy and encouraging person, with the ability to work well under pressure and cope with large crowds of eager dog enthusiasts. Of course, a love of dogs is also a must!

It is important to note that most roles do require volunteers to stand on their feet for many hours, sometimes in areas with little or no shade (sunscreen and a RSPCA hat will be supplied). There may also be some heavy lifting required. If you have any medical conditions that we need to know about, please specify this on your application form.

MPW 2015 - Volunteer Information Pack

Sydney Olympic Park



Volunteer Position Descriptions

*The below details a general insight into the Volunteer positions available at the Sydney Olympic Park walk location for 2015. Please be advised that a majority of positions require at least a 6 hour commitment from each volunteer. All volunteers will be required to check in at the Volunteer tent at least **30mins** prior to the commencement of their shift. The shift times outlined below are subject to change. Each area will have a team leader in which volunteers will report to directly.*

500 Club Attendants - 4-6 x volunteers required

Expected Shift Time: 7:15am – 2pm

The 500 Club are participants who have raised \$500 or more for the Million Paws Walk. We will spoil these fundraisers to a VIP treatment with access to the 500 club marquee, lots of great prizes and free food! There are multiple jobs for a 500 Club Attendant, volunteers will need to be confident in approaching our VIP's, have excellent communication skills and a happy and polite attitude.

BBQ Attendants - 5-10 x volunteers required

Feeding the masses.

Expected Shift Time: 5:45am – 3pm

Before, during and after the walk the BBQ will be fired up to feed exclusively to 500 club members, volunteers, staff and suppliers working at the 2015 Million Paws Walk. On offer will be the traditional sausage sizzle with vegetarian patties. All food served will be in accordance with the RSPCA Choose Wisely program and Food Policy. Volunteers within this area will fill roles including:

- Taking orders, receiving and processing vouchers
- Cooking or preparing the orders as requested.
- Monitoring stock levels and maintaining stock levels for the BBQ that will be in operation on the day. This is inclusive of both food and beverages.
- Transport stock from the cold rooms to the BBQ when needed and assist with preparing orders processed

Ideally volunteers within this area will need to maintain high energy levels throughout the day, follow and receive instructions and follow the safe food handling requirements.

Please Note: we will allocate shifts throughout the day.

Agility Park Attendants - 2 x volunteers required

Expected Shift Time: 7:15am – 2pm

This park welcomes event attendees to allow their dogs to partake in an agility canine course. Volunteers within this area will need to feel comfortable working around dogs as well as monitoring attendee traffic flow into and out of the park. A gold coin donation will be required upon entry so some cash handling will also be required.

MPW 2015 - Volunteer Information Pack

Sydney Olympic Park



Competition Coordinators - 4 x volunteers required

Expected Shift Time: 7:15am - 2pm

The competitions are an extremely popular activity with many people wanting to enter their dogs in the Cutest Dog, Best Trick, Best Dressed Pet and Pet Owner Look-a-like Competitions. You will assist the stage manager with the running of these competitions by registering entrants, coordinating line ups and heats to determine the top 5 entrants who will then go on stage for final judging. You will also assist with the distribution of prizes. This position involves working with people, dogs and children. You will need good communication skills and patience because everyone wants their dog to be a star!

Cupcake Day Stall Attendants - 2 x volunteers required

Expected Shift Time: 7:00am - 2pm

Million Paws Walk is when we start promoting the next National RSPCA event of the year - Cupcake Day for the RSPCA. To celebrate and encourage early registrations, the stand offers promotional material, a photo booth, competitions and lots of cupcakes!

Working on this stand your focus will be to promote cupcake day registrations by selling cupcakes and distributing promotional material. To work at this stand you must maintain best practice food handling skills and be good with cash handling. The Cupcake Stand can be extremely busy, so fast efficient service will be required.

Doggie Butler's & Mutt Maid's - 6-8 x volunteers required

Expected Shift Time: 6:45am – 2pm

Doggie Butler's and Mutt Maid's will be instructing participants to do the right thing with waste. Whether its participants picking up their rubbish or distributing doggie bags to owners, you will make sure the event will be a clean environment.

You will not be picking up any waste yourself.

Volunteering in this area, attendants will need to be able to stand for long periods of time. You will also need to feel confident to approach people when they notice any waste left on the ground.

MPW 2015 - Volunteer Information Pack

Sydney Olympic Park



Fundraisers - 4 x volunteers required

Expected Shift Time: 7:00am-2pm

The Million Paws Walk remains the largest fundraising event for the RSPCA and throughout the day attendees are encouraged to dig deep to help our furry friends. As a volunteer within this area you will be positioned inside the Main Arena, collecting donations throughout the day.

Finish Line Cheerleaders - 10-12 x volunteers required

Expected Shift Time: 9:30am - 2pm

Thousands of steps later, event participants will cross over the finish line with their dogs right by their side. Finish line cheerleaders will cheer on participants all the way to the finish line as well as congratulating participants for making it to the end. You will also be rewarding our participants by distributing certificates.

Volunteering within this area will be a busy 3 hours ensuring that no walker and their dog goes without being congratulated. You will need to be enthusiastic and feel confident in approaching both people, dogs and children.

Kids Korner Attendants - 2 x volunteers required

Expected Shift Time: 7:15am – 2pm

Children will be able to get their face painted, enter the Cupcake Day colouring in competition, or just create their own masterpieces with colourful crayons. The ability to communicate and get along with children of all ages is a must!

Little Miss Cupcakes - 2 x volunteers required

Expected Shift Time: 7:45am-1:30pm

To become a Little Miss Cupcake, you will be required to dress in a cupcake costume supplied by the RSPCA. You will be promoting the next event of the year, Cupcake Day for the RSPCA. As a pair, you will approach participants to sign up and register for Cupcake Day.

Volunteers will need to be enthusiastic, confident in approaching people, polite and make sure to have fun!

MPW 2015 - Volunteer Information Pack

Sydney Olympic Park



Merchandise Attendants - 8 x volunteers required

Official MPW Memorabilia

Expected Shift Time: 6:45am-3pm

We are seeking enthusiastic, customer service focused people to assist in the RSPCA Merchandise Tent. This is an extremely busy area, particularly as walkers are entering the event and want to purchase merchandise to take, or wear, on the walk. To work in this area, experience in retail and customer service is desirable but not necessary, you may be required to operate a basic cash register and have good cash handling skills.

Perimeter Marshals - 25-30 x volunteers required

Making sure no one strays out of bounds....

Expected Shift Time: 6:45am-2pm

As a Perimeter Marshal, you will be positioned in various locations around the outside of Cathy Freeman Park to welcome people arriving and directing them to the registration area / front gates. Arrivals are extremely busy with people and dogs coming from all directions - the car park, train station and surrounding streets. You will be required to assist Sydney Olympic Park Traffic Management Personnel in the safe crossing of roadways. You will also have a supply of poo bags to hand out to walkers and encourage them to do the right thing.

Please Note: You are not to direct/stop any traffic.

Registration / Front Gate Attendants - 25-30 x volunteers required

The Welcome Crew!

Expected Shift Time: 6:30am—12:15pm

Registration / Front Gate Attendants are required to efficiently manage entry into the event. You will be required to welcome walkers with encouragement, distribute show bags, operate cash registers and charge entry fees. There will also be some cash handling and checking off entry E-Tickets for pre-registered walkers.

The entry process needs to be as fast as possible as 7000 people need to pass through the gates in 1.5 hours. You may be required to operate a basic cash register and have good cash handling skills. Other duties Registration/ Front gate Attendants are required to do include distributing bottles of complimentary water, event programs and poo bags.

MPW 2015 - Volunteer Information Pack

Sydney Olympic Park



Water Stop Attendants - 12 x volunteers required

Helping the H2O Flow!

Expected Shift Time: 7:15am-2pm

Water Stop Attendants will be positioned throughout the event, at the start line and at the walks main half way point Wentworth Common. As a Water Stop Attendant, your duties will encourage participants to use the water stations, setting up the half way point water stop with water bowls and buckets, setting up any fete stalls and trestle tables, erecting and distributing sponsor signage and promotional materials, ensuring water bowls and buckets for the dogs are full at all times, packing down and returning all equipment to main arena storage.

Walk Route Marshals - 60 x volunteers required

Making sure everyone plays by the rules!

Expected Shift Time: 7:45am-1:30pm

As a Walk Route Marshal, for the duration of the walk, you will be directing and encouraging walkers and their dogs along the walk route. You will also be watching out for their safety, as there are many people and dogs, and pathways are often very crowded and congested. If positioned along roadways, you will need to encourage and direct walkers to remain on footpaths. You will be required to assist Sydney Olympic Park Traffic Management Personnel in the safe crossing of roadways. You will also have a supply of poo bags to hand out to walkers and encourage them to do the right thing.

MPW 2015 - Volunteer Information Pack

Sydney Olympic Park



How do I apply?

As you can see, there are many volunteers required to make the 2015 Million Paws Walk the biggest and best ever. Please complete the Application Form included in this pack and return by fax, mail or email to the contact details outlined on page 8 as soon as possible!

Upon processing and approval of your application you will be sent your **Confirmation Letter** advising of your allocated role. Please allow **10 business days** from application for receipt of the Confirmation Letter. Please remember that positions are generally filled on a first in – first served basis. Some volunteer roles within the event are more popular than others, however, we will do our very best to accommodate your first preference. Positions on the day of the event are also subject to change based on staffing requirements.

Volunteer Briefing Notes will be mailed out to volunteers on **Friday 15th May 2015**. This pack consists of further information for your specific role, maps, parking information, access passes etc.

Please make sure you have read the *Conditions of Volunteering* as outlined below prior to completing your application form.

INTERESTED IN VOLUNTEERING? Please review the following *Conditions of Volunteering*:

1. All volunteers must be aged 16 years or over.
2. All volunteers under the age of 18 must be accompanied by a parent or guardian.
3. Volunteers must be willing to comply with all instructions and advice given to you in your Event Briefing Notes and on the day of the event.
4. Volunteers must agree to focus on safety and to do your best to ensure the safety of yourself, staff and other volunteers, participants and their pets.
5. RSPCA NSW has volunteer insurance that includes coverage for accidents /injuries that an approved Event volunteer may be eligible to claim should they become injured while engaged in volunteer work with the RSPCA. Please note that exclusions apply, including but not limited to exclusions relating to the loss or damage to personal property, including vehicles, or to injuries incurred during travel to/from volunteering events.
6. By volunteering to assist with the Million Paws Walk, you have indicated that you are physically capable of undertaking a variety of duties as outlined in the information pack, have good communication skills (both verbal and written), are able to follow instructions, and can work both independently and as part of a team.
7. As part of your volunteering, RSPCA may require you to undertake a 'Working with Children' check and/or criminal history check, dependant on the role.
7. Volunteers agree that at the MPW they will not fundraise (including by money collection) for any charity other than RSPCA NSW.
8. By signing the Volunteer Application Form, you signify you have read, understood and agreed to these conditions.

MPW 2015 - Volunteer Information Pack

Sydney Olympic Park



Application for volunteer roles at the Sydney Olympic Park RSPCA Million Paws Walk event, held on Sunday the 17th of May 2015.

Please complete this form and press the submit button. If you are having trouble filling out your details, please print this page and complete the form manually.

Please complete all sections. One form must be completed per volunteer.

CONTACT DETAILS

First Name

Surname

Corporate Volunteer Group (If applicable)

Postal Address

Suburb

State

Postcode

Phone

Mobile

Email

Emergency Contact Details

Preferred method of communication:
(Please tick)

Regular mail:

☐

Email:

☐

AGE—OVER 18

Age (Please circle)

18-25

26-35

36-45

46-60

60+

AGE — UNDER 18

Under 18 Please specify age

*Please note: If you are under the age of 18, you must be accompanied by a parent or guardian. Please tell us the name of your parent/guardian and have them fill out a **separate application form**.*

Name of parent/guardian as listed on their application form: _____

OTHER—MEDICAL **All ages to specify*

Please list any medical conditions you have and/or any medication you are currently taking, or any special needs/requirements you may have.

Please note: This is for emergency information and to ensure as much as possible that we do not place you in a position in which your health & safety may be put at risk. Role allocation will also accommodate as much as possible specific requests e.g. Need to keep out of the sun.

MPW 2015 - Volunteer Information Pack Sydney Olympic Park



OTHER—CURRENT WORK STATUS **All ages to specify*

Please identify your current work status based on the below listings:

- | | |
|--|---|
| ☐ Australian Citizen | ☐ Have Permanent Residency |
| ☐ Currently on a Holiday/Work Visa (If selected please state which type): _____ | |

If you are not an Australian Citizen, please ensure you have a relevant Visa/Working Visa which allows you to volunteer in Australia. Please check the conditions of your Visa prior to applying.

PREFERENCE OF DUTIES

Please number your **TOP 3** preferences.

Preferences will try to be met but cannot be guaranteed.

- | | |
|---|---|
| ☐ 500 Club Attendants | ☐ Kids Korner Attendants |
| ☐ BBQ Attendants | ☐ Little Miss Cupcakes |
| ☐ Agility Park Attendants | ☐ Merchandise Attendants |
| ☐ Competition Coordinators | ☐ Perimeter Marshals |
| ☐ Cupcake Day Stall Attendants | ☐ Registration / Front Gate Attendants |
| ☐ Doggie Butlers & Mutt Maids | ☐ Walk Route Marshals |
| ☐ Finish line Cheerleaders | ☐ Water Station Attendants |
| ☐ Fundraisers | |

Once completed, please read and sign the below declaration and return to RSPCA to secure your volunteer position.

I have read the information provided in the Conditions of Volunteering and agree to the conditions/requirements of volunteering. I declare that the statements made by me in this application are true, complete & correct, and I agree to my details to be kept on file at the RSPCA. I also declare that I have disclosed any medical conditions and/or special needs that I may have or require, and agree to comply with all instructions given to me regarding Health & Safety and will not wilfully place at risk the health & safety of any persons or animals at RSPCA NSW Events.

Signed:

Date:

MPW 2015 - Volunteer Information Pack Sydney Olympic Park



We understand circumstances may arise coming up to the event or on the event day. So if you cannot attend your shift, please contact Stephanie Foley (details below) immediately so we can fill your position with another volunteer.

As much as we love dogs, unfortunately, volunteers can **not** bring their pets to the event as we do not have anyone to look after them or anywhere to keep them while you are on your shift.

We will try our best to allocate you to your preferred job position but some positions can be more popular than others. The Events Team will work to keep you happy so if your preference has been filled, we will offer you a choice of the remaining job positions available. Unfortunately, once you have made your final decision, you cannot be changed to another job.

Please send your completed application by one of the below options:

Post: ATTN: Stephanie Foley - Events Assistant
RSPCA NSW
PO Box 34
Yagoona NSW 2199

Email: mpw@rspcansw.org.au

Fax: 02 9782 4445

We will be in touch with you as soon as your application is processed (please allow 10 business days for this).

We would love to see you at the Million Paws Walk, so if you would like any further information about this event or the volunteer application process, please contact:

Stephanie Foley
Events Assistant - RSPCA NSW
P: (02) 9782 4494
F: (02) 9782 4445
E: mpw@rspcansw.org.au