

VOLUNTEER JOB DESCRIPTION

Volunteer Title: Stage 5 Tour of Utah Davis County Volunteer

Department: Community & Economic Development

Date: 06-27-2017

Job Code: 10070

GENERAL PURPOSE

Assist in specific areas of the Start and Finish of Stage 5 of the Tour of Utah.

All volunteers must be reviewed, screened and approved for volunteer assignments by authorized Davis County Personnel. Only approved volunteers will receive assignments.

EXAMPLE OF Volunteer positions and duties:

- 1) Course Marshall- Volunteer will be assigned to a designated area along the race start area or race finish area in the start/finish city to assist with the coordination and safety of the field of play; volunteer will work closely with local safety agencies and law enforcement; may help monitor auto traffic along driveways or pedestrian traffic at intersections. Volunteer **will not** provide any form or type of traffic control at intersections including but not limited to road or street closures. Volunteer will immediately contact or notify law enforcement or TOU officials of any situation involving motor or pedestrian traffic that could create and/or jeopardize the safety of race participants or spectators.
- 2) Green Team-Volunteer will provide support services to pick-up trash and recyclable items from public and spectator viewing areas at race start and finish area. Volunteer will wear and utilize proper personal protective equipment for task being performed.
- 3) Parking Attendant-Volunteer will assist with enforcement of parking guidelines as they relate to VIP, Staff and Media designated parking areas. Volunteer will check vehicle parking decals and window clings. Parking designations are Staff-Purple; Media-Yellow; VIP-Black. Volunteer will immediately contact/notify TOU Officials or Law Enforcement of any issues.
- 4) Security-Volunteer - will provide access control at various areas at the race start and finish areas. May include awards stage, VIP Hospitality tent, and team parking areas.
- 5) Volunteer Check-In - Volunteer will provide assistance to Volunteer Coordinator with volunteer check-in at the race start and finish. May include assisting with the preparation of volunteer bags.
- 6) Production Load-In/Out: Assist the full-time production staff with set-up of all event areas within the footprint, including; transport of materials, assembly of tents, set-up in the Expo, fence wrap and other support functions as needed; will include manual labor tasks.
- 7) Hospitality: assist with set-up and load in/out process; meet and greet VIP guests; provide access control for accredited guests and other support functions as needed.

- 8) Media: assist the media operations team with office set-up, media check-in, distribute credentials, and serve as a runner; it is recommended, that you have a laptop or tablet to use.
- 9) Anti-doping Control: notify and chaperone athletes who have been scheduled for anti-doping tests immediately following the race; must remain with the athlete until they check-in at the anti-doping control station; trained by the Anti-Doping Control Officer and must be male; needed only in the finish city.
- 10) Bike Valet: Assist with the Bike Valet in the Expo Area.

Stage 5 Tour of Utah Davis County Volunteers are not agents of the County and have no authority to act beyond the limited assignments listed above. Volunteers are not employed by the County and may not represent themselves as a County employee or Official. Volunteer is provided liability insurance only for acts within assignment and within limits of law. Volunteer may be covered by Workers Compensation Insurance for injuries occurring during the course of volunteer assignments. Coverage will be governed by applicable Utah Law and volunteers must adhere to Davis County worker compensation guidelines and instructions.

MINIMUM QUALIFICATIONS

1. Education & Experience: None.
2. Necessary Knowledge, Skills and Abilities:

Be friendly to participants, organizers and other volunteers. Be on time and available for entire shift. Dress appropriately.