



Million Paws Walk 2016 Volunteer Information Pack

Our Million Paws Walk superstars!

Now in its ninth year, the Sydney Million Paws Walk continues to be one of RSPCA NSW's most popular outdoor events for both animal lovers and their furry companions. On **Sunday 15 May**, Cathy Freeman Park will be a festival of entertainment for people and pooches alike, all taking part in the annual walk to help fight animal cruelty.

Without the generous assistance of volunteers, it would not be possible for Million Paws Walk to be such a huge success. RSPCA NSW is seeking the support of more than 200 volunteers to fulfil the numerous roles available. With your help, you'll ensure the day runs smoothly as thousands of supporters put their best paw forward.

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

Volunteer roles at Sydney Million Paws Walk include:

- » 500 Club attendant
- » Food attendant
- » Activities coordinator
- » Stall attendant
- » Finish line cheerleader
- » Fundraiser
- » Kids' activities coordinator
- » Merchandise attendant
- » Perimeter marshal
- » Registration and front gate attendant
- » Walk route marshal
- » Water stop attendant

Who is the ideal Million Paws Walk volunteer?

Someone who is at least 16 years old and doesn't mind an early start! Beyond that, all volunteers need to have the capacity to undertake physical work, a high level of verbal and written skills, and a basic level of fitness. The ideal volunteer will also be happy and enthusiastic, with the ability to work well under pressure and cope with large crowds of eager dog enthusiasts. Of course, a love of dogs is a must!

There are a variety of roles to suit everyone looking to help out on the day. However, it is important to note that most roles require volunteers to stand on their feet for many hours, sometimes in areas with little or no shade. Sunscreen and an RSPCA hat will be supplied. Your role may also require some heavy lifting. If you have any medical conditions that we need to know about, please specify this on your application form.

Volunteer position description

Please read through our list of volunteer positions and the main requirements of each role. The majority of positions require at least a six-hour commitment, and all volunteers will be required to check in at the volunteer tent at least **30 minutes** prior to the commencement of their shift. Each area will also have a team leader to whom volunteers will report directly. Please note that the shift times outlined are subject to change.

500 Club attendant

Lay on VIP treatment

Expected shift time: 7:00 a.m. – 2 p.m.

Participants who fundraise \$500 or more through their online fundraising page for RSPCA NSW before the event join the exclusive 500 Club, along with a friend. As a reward for their fantastic fundraising, they'll enjoy access to the 500 Club marquee complete with red carpet and delicious food. They'll also receive a special RSPCA gift.

500 Club attendants will ensure our VIPs get star treatment, so they need to be confident in approaching people, have excellent communication skills, and possess a happy and polite attitude.

Food attendant

Feed the masses

Expected shift time: 5:45 a.m. – 3 p.m.

Food attendants will be responsible for feeding participants, staff, suppliers and volunteers working at the event. Volunteers may be assigned to cook or prepare food orders; monitor and maintain stock levels; receive and process vouchers; take orders; and transport stock from the cold rooms as needed. Volunteers need to be energetic and enthusiastic, with the ability to follow and receive instructions, including the requirements of safe food handling. Please note that all food will be served in accordance with the RSPCA Choose Wisely program and Food Policy.

Activities coordinator

Join in the fun!

Expected shift time: 7:00 a.m. – 2 p.m.

The annual Million Paws Walk activities and competitions are always hugely popular, with many enthusiastic pet owners and their dogs eager to win! Activities coordinators will be assigned to undertake various tasks throughout the arena such as assisting RSPCA staff; coordinating competition line ups and heats; and general engagement activities. Volunteers need good communication skills and patience, and be confident in working with people and dogs of all ages.

Stall attendant

Spread the joy of RSPCA

Expected shift time: 7 a.m. – 2 p.m.

Million Paws Walk is the pawfect opportunity for RSPCA NSW to promote other events and ways participants can become more involved with RSPCA NSW. We will have a Cupcake Day and Team RSPCA stall to encourage early registrations, as well as distributing show bags to our participants.

Volunteers must be good with cash handling, maintain best practice food handling skills and provide fast, efficient service, as the stand can become extremely busy.

Finish line cheerleader

Get your cheer on!

Expected shift time: 9:30 a.m. – 2 p.m.

Event participants and their pooches will cover thousands of steps to cross the finish line. Cheerleaders will cheer on participants along the way, congratulate them for making it to the end and reward them by distributing certificates. The shift will be a busy three hours, ensuring every walker and their dog is commended for their fantastic achievement. Volunteers need to be enthusiastic, and confident in approaching adults, children and of course, dogs.

Fundraiser

Shake those buckets!

Expected Shift Time: 8 a.m. – 2 p.m.

Million Paws Walk remains the largest fundraising event for the RSPCA, and it's a great opportunity to get attendees to dig deep and help our furry friends. Fundraisers will be positioned inside the main arena, collecting donations throughout the day. Volunteers need to be enthusiastic and polite.

Kids' activities coordinator

Lend a hand with little ones

Expected shift time: 7:00 a.m. – 2 p.m.

Children at Kids' Korner will get and create their own masterpieces! Coordinators will help supervise our younger participants, so the ability to communicate, be fun, enthusiastic and get along with children of all ages is a must. Please note that volunteers at Kids' Korner will be required to complete a Working with Children Check.

Merchandise attendant

Sell official MPW memorabilia

Expected shift time: 6:45 a.m. – 3 p.m.

The merchandise tent is the perfect place to stock up on RSPCA clothes and gifts, whether you have two legs or four. It gets extremely busy, so enthusiastic, customer-service focused volunteers are essential in ensuring both people and pets are kitted out with everything they need. Experience in retail is desirable, but not necessary. Volunteers may be required to operate a basic cash register, so should have good cash handling skills.

Perimeter marshal

Make sure no one strays out of bounds

Expected shift time: 6:45 a.m. – 2 p.m.

Perimeter marshals will be positioned around the outside of Cathy Freeman Park to welcome arrivals, direct participants to the registration area, supply walkers with poo bags and assist Sydney Olympic Park Traffic Management Personnel in helping the public cross roads safely. Arrivals are expected to be extremely busy, with people and dogs coming from all directions, so volunteers should be able to stay calm under pressure, and be confident and polite when approaching the public. Please note that volunteers will not direct or stop any traffic.

Registration and front gate attendant

The welcome crew!

Expected shift time: 6:30 a.m. – 12:15 p.m.

Registration and front gate attendants will efficiently manage entry into Million Paws Walk. Volunteers will charge entry fees; check off eTickets for pre-registered walkers; distribute event programs, poo bags and water bottles; operate cash registers; and welcome walkers with encouragement.

7,000 participants and their dogs are expected to pass through the entry gates in just one and a half hours, so volunteers need to be able to stay cool under pressure. Good cash handling skills are also required.

Walk route marshal

Ensure everyone plays by the rules

Expected shift time: 7:45 a.m. – 1:30 p.m.

With so many people and dogs taking part in Million Paws Walk, the pathways often become very crowded and congested. Walk route marshals will assist Sydney Olympic Park Traffic Management Personnel in helping the public cross roads safely; direct and encourage walkers and their dogs along the correct walk route; supply poo bags to event attendees; and watch out for the safety of participants. Enthusiasm and confidence in approaching the public is a must.

Water stop attendant

Help the H₂O flow!

Expected shift time: 7:15 a.m. – 2 p.m.

Water stop attendants will be positioned throughout the event, including at the start line and at Wentworth Common, the walk's main halfway point. Volunteers will encourage participants to use the water stations; ensure water bowls and buckets for the dogs are full at all times; erect and distribute sponsor signage and promotional materials; set up the halfway point water stop with water bowls and buckets; set up fete stalls and trestle tables; and pack down and return all equipment to the main arena storage. Volunteers should possess good communication skills, and have a happy and polite attitude. Some heavy lifting will be required.

Million Paws Walk 2016 Volunteer Application Form

How do I apply?

By volunteering your time with RSPCA NSW, you are helping protect abandoned, neglected and injured animals in need. Million Paws Walk relies on many volunteers in order to ensure the event runs smoothly, and RSPCA NSW is hoping the 2016 event will be our biggest and best yet.

To apply for a volunteer position at Million Paws Walk, please complete this application form and return it to RSPCA NSW via the contact details provided at the end of the form. You will need to complete one form per volunteer. Please make sure you complete all sections of the form, and you have read the **conditions of volunteering** outlined below prior to completing an application form.

If you are successful in gaining a volunteer position, you will be sent a **confirmation letter** outlining your allocated role. Please allow **10 business days** from the submission date of your application. While we will do our best to accommodate your first preference, positions are generally filled on a first in, first served basis, and some volunteer roles are more popular than others. Unfortunately, this means we are not always able to guarantee your first choice. The Events Team will work with you to choose a suitable option should your preferred role be unavailable. Please note, however, that once you have chosen a role, we are unable to make changes. Positions on the day of the event are also subject to change based on staffing requirements.

Volunteer briefing notes will also be sent out to volunteers prior to the event. This pack will be sent separately to your confirmation letter, and will contain, information pertaining to your specific role, maps and parking information.

Please note that as much as RSPCA NSW loves animals, volunteers **cannot** bring their dogs to Million Paws Walk. This is because RSPCA NSW will not have anyone to look after them or anywhere to keep them while you are on your shift.

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 them in their briefing notes and on the day of the event.
4. Volunteers must agree to focus on safety, and to do their best to ensure the safety of themselves, staff and other volunteers and participants and their pets.
5. RSPCA NSW has volunteer insurance that includes coverage for accidents and injuries. Approved event volunteers may be eligible to claim this should they become injured while engaged in volunteer work with RSPCA NSW. 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 and/or from volunteering events.
6. By volunteering to assist with Million Paws Walk, you have indicated you are physically capable of undertaking a variety of duties as outlined in the information pack given to you by RSPCA NSW, 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. In order for you to participate as a volunteer for RSPCA NSW, you may be required to undertake a Working with Children Check and/or Criminal History Check, depending on the role.
8. By signing the volunteer application form, you signify you have read, understood and agreed to these conditions.



Million Paws Walk 2016

Volunteer Application Form

Contact details

First name	
Surname	
Corporate group (if applicable)	
Postal address	
Suburb	
State	Postcode
Phone	
Mobile	
Email	

Age

Over 18 (please circle)

18-25	25-35	36-45	46-60	60+
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Under 18

Please specify age:

Parent or guardian details (if under 18)

First name	
Surname	

Emergency contact details

First name	
Surname	
Phone or mobile	
Relationship	
Email	

Medical

Please list any medical conditions you have, any medication you are currently taking and/or any other special needs or requirements RSPCA NSW should know.

Note: this information is for workplace health and safety and emergency purposes. It allows us to adequately mitigate any risk a volunteer role may pose, including allocating roles based on specific needs and/or requests e.g., must keep out of the sun.

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Current work status

Please identify your current work status from the choices below:

Australian Citizen

Permanent Resident

Holiday or Work Visa.

Please specify:

Note: if you are not an Australian Citizen, please ensure you have a relevant or working visa which allows you to volunteer in Australia. Please check the conditions of your visa prior to submitting your application to RSPCA NSW.

Preference of duties

Please number your **TOP THREE** preferences.

Note: whilst all efforts are made to accommodate preferences, RSPCA NSW is unable to guarantee this.

500 Club attendant

Food attendant

Activities coordinator

Stall attendant

Finish line cheerleader

Fundraiser

Kids' activities coordinator

Merchandise attendant

Perimeter marshal

Registration and front gate attendant

Walk route marshal

Water stop attendant

Declaration

I have read the information provided to me by RSPCA NSW in relation to volunteering at an RSPCA NSW event and agree to these requirements. I declare that the statements made by me in this application are true, complete and correct, and I agree to my details being kept on file by RSPCA NSW.

I also declare that I have listed any/all medical conditions and/or special needs that are applicable to me. I agree to comply with all instructions given to me regarding work health and safety, and that I will not wilfully place at risk the health and safety of any persons or animals at the event.

Signature	
Date	

Please submit your application to:

RSPCA NSW Head Office
Events Department
PO Box 34, Yagoona, NSW, 2199

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