



Volunteer Information Pack

Sunday 19 May 2019 at Sir James Mitchell Park, South Perth

Our Million Paws Walk Super Stars!

Thanks for signing up to be part of the invaluable volunteer team at this year's Million Paws Walk – Perth's biggest dog event of the year. We are very excited to make this the best event ever together with you.

Please read through this information to find out about all the volunteer roles available. On days you are volunteering, please do not bring your dog.

Volunteer Position Descriptions

The below details provide general insight into the Volunteer positions available at the Perth walk location for 2019. Please be advised that a majority of positions require at least an 8 hour commitment from each volunteer.

The shift times outlined below are general guidelines only and might change slightly. Each area will have a team leader who can help with guidance and support if needed.

Activity Attendants

10 volunteers required

Shift Time: 7:30am – 3.30pm

We are finalising the details of this year's fun activities for every pooch and their owners.

Volunteers are required to manage the activities to ensure participants are having a great time.

Volunteers within these areas will need to feel comfortable working around dogs as well as monitoring attendee traffic flow into and out of the activities.

There will be a minimal charge per participant, so some cash-handling will be required.

Car Park Marshals – The Welcome Crew!

10 volunteers required

Shift Time: 6:00am- 2.30pm

As a Car Park Marshal, you will be positioned at the car park and will be the first person to welcome attendees. You will be assisting people with parking efficiently and also collecting a gold coin donation from them as they enter. You will further be needed to help the flow of traffic leaving the event.

Doggie Butler's & Mutt Maid's

12 volunteers required

Shift Time: 6.30am – 2.30pm

Doggie Butler's and Mutt Maid's will be the volunteers on the ground in the event village. You will be on hand to answer questions about the event or direct people to where they need to go. You will be helping us to keep the event clean through instructing participants to do the right thing with waste. You will hand out doggie bags, help collect waste and support keeping the facilities clean. You will also make sure that the doggie drinking station in your area is full at all times.

You will also be required to stand at the finish line to congratulate people when they finish the walk and hand out dog tags. Volunteering in this area, attendants will need to be able to stand for long periods of time and need to feel confident as people will approach you to ask questions about the event. A happy and polite attitude will ensure that everyone enjoys themselves at Million Paws Walk.



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Fundraisers

15 volunteers required
Shift Time: 7:30am – 3.30pm

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 RSPCA Paws Central and will be helping with various fundraising activities throughout the day. Some cash handling will be required as well as a happy and polite attitude.

Entry Marshals / Registration

30 volunteers required
Shift Time: 6:30am- 2.30pm

As an Entry Marshal, you will be positioned in various locations around the outside of Sir James Mitchell Park to welcome people arriving and directing them to the registration area / front gates. Arrivals are extremely busy with people and dogs coming from the car park. You will be required to ask people if they have pre-registered and directed them to the express entry, or send them to the registration area to register. You will then be needed to hand out free papers as people exit and help with general pack down tasks.

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 of entry E-Tickets for pre-registered walkers.

The entry process needs to be as fast as possible as 8,000+ people need to pass through the gates in a short space of time. You may be required to operate a basic cash register and have good cash handling skills. You will then be required to assist with the event pack down at the end of the walk.

Merchandise Attendants Official MPW Memorabilia

12 volunteers required
Shift Time: 6:30am—2.30pm

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.

Pack down Crew

As many volunteers as possible
Shift Time: 2.00pm – 4.00pm

The Pack down crew are the secret angels that come in after the madness of the day and help to pack down this huge event! You will be needed to take down signage, stack furniture and pick up rubbish. Arrive early to grab some lunch and have a look around the stalls. Or take part in the walk and come back to help pack up (note that you are not able to bring your dog with you for the clean-up as you'll need both hands).

Set Up Crew

As many volunteers as possible
– NOTE: SATURDAY 18 MAY –
Shift Time: 10.00am – 4.00pm, Saturday 18 May

The Set-up crew for those that want to help, but also want to take part in this great event. You will be needed the day before to get everything ready for the big day, set up signage, furniture, stalls, BBQ area and stations along the walk. PLUS everyone who volunteers on the Saturday will get a FREE ticket to come along to the event the next day

If you have any questions please contact Kathrin Terblanche
volunteer@rspcawa.asn.au or call (08) 9209 9321

VIPooch Attendants

15 volunteers required
Shift Time: 7:00am – 3pm

The VIPooch Area is for 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 exclusive marquee, lots of great prizes and free food!

There are multiple jobs in the VIPooch area, volunteers will need to be confident in approaching our VIP's, have excellent communication skills and a happy and polite attitude. Some background in hospitality would be beneficial

Volunteer support team

6 x volunteers required
Shift Time: 6:00am – 2pm

The Volunteer support team will help with the smooth and efficient sign up of volunteers arriving in the morning, giving information and directing volunteers to the right spaces. Later in the day you'll be required to cheer on the hardworking volunteers, bring them water, food and ensure everyone has weather protection as required.

Walk Route Marshal

25 x volunteers required
Shift Time: 8.30pm – 3.30pm

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. You will also have a supply of poo bags to hand out to walkers and encourage them to do the right thing. You will also have a doggie drinking station which you need to keep topped up with fresh water.

How do I apply?

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 18 years or over.
2. Volunteers must be willing to comply with all safety instructions and advice given to you in your Event Briefing Notes and on the day of the event.
3. Volunteers must agree to focus on safety and to do your best to ensure the safety of yourself, other volunteers and staff, participants and their pets.
4. RSPCA WA has volunteer insurance that includes coverage for accidents /injuries that an approved Event volunteer will 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.
5. 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, have good communication skills (both verbal and written), are able to follow instructions, and can work both independently and as part of a team.
6. As part of your volunteering, RSPCA may require you to undertake a Police 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 WA.
8. By completing the Volunteer Application Form, you signify you have read, understood and agreed to these conditions.

[Please CLICK HERE to complete the Online Application Form.](#)

For insurance purposes we need every volunteer to fill in the application (even if part of a team).

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