



Recruitment of volunteers/clubs for WOC 2015

Preparations for WOC have been under way for some time with the foundations of the event being laid. The Organising Committee is now looking to recruit more volunteers. As WOC 2015 will run in parallel to Highland 2015, the Scottish 6 Days event, which as usual will be drawing on all Scottish clubs to deliver an exciting and memorable orienteering experience, the focus for this stage of the WOC volunteer recruitment lies outside Scotland. We welcome applications and expressions of interest as follows:

- **From individuals for specific roles (details below)**
- **From individuals in a general capacity**
- **From clubs who wish to become involved in a team capacity**

The specific positions that we wish to fill cover a range of different aspects of the event, many of which will manage a team of volunteers to deliver key services for the duration of the championships. Ideally the team leaders will recruit their team from their own orienteering club or friends; however we will also be recruiting people to make up the teams. Alternatively we welcome expressions of interest directly from clubs to form some of these teams with a team leader being appointed internally.

Whilst being involved in a World Championships is an exciting prospect for many we are learning from the success of the Olympic "Games Makers", and recognising that having highly motivated volunteers is essential to the success of WOC 2015. To help achieve this level of motivation we plan to offer training and modest rewards for our volunteers. The training will vary from role to role but for key posts this will include a subsidised trip to WOC 2013 or WOC 2014 to experience firsthand a World Championship environment and the nature of the area of responsibility. All volunteers will receive uniform and refreshments and, in addition, for those clubs that provide a large work force, if funds permit, we will provide a reward directly to the club.

Brief details of each of the roles which we are recruiting now are given in the table below.

Further info:

For information on the ITC roles please contact Andrew Dalglish: andrew@woc2015.org otherwise contact Linda Cairns: linda.cairns@woc2015.org

To apply:

As an individual please send a brief personal CV and which roles you wish to apply for to Linda Cairns (linda.cairns@woc2015.org) or to Andrew Dalglish for ITC roles (andrew@woc2015.org) by Nov 12th. We will notify all applicants by Nov 26th.

Expressions of interest from clubs should also be sent to Linda by Nov 12th.

Organisers



Partners





Logistics

Transport Manager	Oversee transport requirements: Parking, VIP & athlete bus transport; event signage. Good local knowledge will be beneficial
Arena Manager	Work with the planners and others to design the events arenas. Produce and deploy a plan to build, equip, man and transport each arena. During the event oversee the deployment of equipment to each arena. Manage Day Arena Managers
Day Arena Managers (x5)	Work with the Arena Manager to build, dismantle and manage an arena for its duration of use (max 2 days). Recruit staff, to help build and manage the arena.
Finish team leader	Lead the team and manage the finish area (Finish line to results) Manage the equipment required to carry out your duties.
Commentary team leader	Recruit and manage a team to deliver the race commentary.
VIP manager	Recruit staff and manage VIP area. Provide appropriate refreshments and informally act as hosts ensuring they feel welcome.
Trader (inc Catering) manager	Engage and manage traders on site. Ensure their requirements are understood and that the arena provides the necessary infrastructure for them to trade from.
Medical Manager	Recruit & manage first aid requirement for athletes. Recruit & manage a provider of drug testing.
Start team leader	Manage team, build and manage start area (quarantine to start line). Manage the equipment require to carry out your duties.
Prize Giving team leader	Plan and run all prize giving ceremonies, including managing dignitaries to make awards. Ensure infrastructure requirements are being met by arena manager.
Accommodation Manager	Oversee the smooth running of Competitor, VIP and Media accommodation requirements. Develop fall-back plans.

ITC

Results manager	Oversee the successful delivery of the IT requirements for the event timing systems, excluding any aspects included in other roles below.
Local network manager	Responsible for ensuring all local computer network requirements are met, both in the arena and at the event centre.
GPS Manager	Oversee the technical requirements of the GPS tracking systems ensuring they have been fully tested and trialled before WOC, both in the competition areas and at other events.

Organisers



Partners





Radio Control manager	Responsible for getting data back from radio controls to the database in the arena in line with production requirements. Will need on site testing as well as trialling at events in the lead up to WOC.
Arena Communications Manager	Responsible for delivering a stable and speedy internet connection to the race arenas, as well as working with the GPS Manager to deliver tracking data to the arena effectively
Live site manager	Responsible for the part of the woc2015.org website that will bring together all the live data being published to the internet.

Administration

Secretary	Assist the Event Director to organise & run meetings and other activities such as WOC visits etc. Produce Organising Committee meeting minutes.
Admin manager	Create a strategy for WOC admin requirements including entries, accommodation bookings, accreditation, volunteer records, press office and WOC office

Marketing

Newsletter Editor	Working with the Marketing Manager, collate and edit a series of Newsletters pre and during WOC
Bulletin editor	Collate and edit official Bulletin content. Work proactively with the Technical Director and others to produce bulletins following WOC protocols.

Commercial

Sponsorship Manager	Create sponsorship strategy and identify and negotiate commercial sponsorship - financial and in kind. During the event ensure the sponsors are acknowledged and managed appropriately
Merchandising	Oversee event merchandising: Design, source, purchase , sell, etc.
Branding manager	Oversee arena dressing: Ensure event partner and sponsor flags & banners are positioned correctly.

TV Production

TV Liaison	You will be the TV Producer's point of contact for the event. You will need to have an understanding of the event organisation and the race locations
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Technical

Marshal Manager	Oversee the marshalling required to ensure a safe & secure race environment. Control and road marshalling
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