

British Orienteering

Car Park Team Leader-Role Description

British Orienteering is an Equal Opportunities Employer.

Role description		
	Title	Car Park Team Leader
	Role	To arrange the car parking and traffic flow in and out of car park for all vehicles attending the days that make up the event.
	Appointment and Communications	<ul style="list-style-type: none"> • Appointed by race day organiser or event coordinator • Must carry phone or radio during the event • Must wear high-viz jacket during the event • Attend site meeting if car park shared with race arena or assembly • Appoint and brief a deputy to stand in on the day if required
	Tasks before the event	<ul style="list-style-type: none"> • Understand capacity of proposed car parks and formulate a strategy for use of available space. This may involve a site visit to talk to site occupiers. • Liaise with safety officer on traffic flows, competitor or pedestrian access and contribute to risk assessment • Source reserve car parking in event of loss of main car park • Advise, get quotes and procure a system of protecting the entrance or exit areas if likely to breakdown in the event of bad weather prior or during movement • Liaise with safety officer on traffic flows, competitor or pedestrian access and contribute to risk assessment • Advise on staffing requirements, duration of shifts, equipment needs and high-viz jacket requirement • Advise race day organiser on traffic flow issues such as narrow entrances, one way systems or no exit allowed before etc • Brief car park team and arrange shifts, suitable location for emergency vehicles and exit plans in the event of an emergency exit being required

Role description		
		<ul style="list-style-type: none"> • Arrange emergency towing facilities for stuck vehicles • Advise of any signs required • Consider where to park coaches / oversized vehicles • Arrange cash collection, ticket checking and issue of information sheets, if applicable • Stake out parking lanes and access lanes
	Tasks during the event	<ul style="list-style-type: none"> • Supervise team of car park staff • Manage any emergencies and alternate car parking needs • Put out signs, stakes etc and collect in afterwards • Allocate a parking (and drop-off?) area for coaches and have some team members prepared to meet coached on arrival, if applicable • Arrange emergency towing • Lay entrance and exit matting, remove and return (if required) • Collect parking fee, hand out information sheets and check car park passes if applicable
	Tasks after the event	<ul style="list-style-type: none"> • Litter pick field after all vehicles have left • Return signs, jackets and cash etc • List helpers for thank you • List non-runners for refunds • Report on issues for next event team • Submit any expenses claims promptly