

## POSITION DESCRIPTION



### Role Title

Mudbash Events  
Assistant

### ROLE REPORTING INFORMATION

**Positions Reporting to this role**  
**This Role Reports to**  
**Executive Reporting**

Not Applicable  
Mudbash Events Manager  
Mudbash Vice Chairman

### ELIGIBILITY

- The position of Mudbash Events assistant shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

### DUTIES AND RESPONSIBILITIES

#### Prior to Mudbash

- Assist the Events Manager in the undertaking of their duties and responsibilities.
- Working with the activities assistants, ensure the *Mudbash Young Drivers Program & Motorsport Passenger Ride Day Activity* run effectively on Open Day.
- In the event the Events Manager is unable to, attend RSM Meetings as required.
- Source equipment and materials required to run designed tracks/activities.
- Attend monthly committee meetings, as required.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Act on decisions made by the represented rovers at the event forum.

#### At Mudbash

- Working with the Events Manager, set up & run all motorsport activities at Mudbash, ensuring the events are running efficiently.
- Attend 3 daily briefings for;
  - Competitors
  - Marshalls
  - Officials
- Working with the event secretary, run Driver Sign in, ensuring competitor details are recorded accurately.
- Working with the event secretary, run Marshall Sign in, ensuring Marshall Details are recorded accurately.
- Attend designated tracks, supervising the start/stop gates & taking times accurately.
- Assist the Clerk of Course & Events Manager to resolve any disputes which may arise regarding the application of relevant rules and regulations and appeals from competing Crews in respect to any motorsport issue.

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- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Provide support to other departments as required where there are no conflicts with their role.
- Communicate effectively with other departments, ensuring that tasks are identified, planned for, responsibility assigned and executed.

### After Mudbash

- Pack up all event tracks, ensuring all equipment is returned, unused materials stored for future use & the tracks are restored to their pre-event state or better.
- Assist the Events Manager to investigate all protests received.
- Assist the Events Manager to resolve any disputes which may arise regarding the application of relevant rules and regulations and appeals from competing Crews in respect to any motorsport issue.
- Working with the Events secretary, accurately record provisional and final results.
- Attend at least 1 Post Mudbash Working Bee, assisting with the pack up of the venue after the event.
- Attend the event forum, listening to the feedback provided by Rovers.

### DESIRED SKILLS

- Motorsport knowledge
- Attention to Detail
- Problem Solving
- Interpersonal and relationship building skills
- Communication
- Time Management
- Able to work as part of a team to accomplish tasks.
- Occupational Health and Safety risk mitigation & reporting

## Feedback

Role Title	Mudbash Events Assistant
Comments	