

Mental Elf

Festive Fun Run



Oxfordshire Mind Mental Elf

1st December 2024

Volunteer Roles

We have various roles available, please see below for a brief description.

Volunteer Team Leader

- Responsible for all event volunteers, ensuring everyone is clear on their role and has a great day
- Give all volunteers a friendly welcome on arrival and thank them for their time
- Give them their high vis vest and volunteer packs
- Explain overview of the day, their role, timings, arrange communication, answer any queries
- Encourage them to be in the festive spirit and enjoy themselves
- Direct them to the volunteer points
- Make them aware of where they can access refreshments
- Check in regularly with volunteers and advise when they can stand down

Route/event set up/take down

- Carry resources into the park
- Hang decorations and signage in the event area and along the route
- Put up event banners
- Set up the route
- Set up gazebos, tables, chairs for registration and first aid areas
- Set up start/finish line area
- Dismantle everything and help carry back out of the park

Team Leader-Registration desk

- Support the Registration desk team, ensuring everyone is clear on their role
- Ensuring each registration point is set up with all documents required

- Give a friendly welcome to our elves as they arrive and ensure the smooth running of the process, keeping crowds to a minimum
- Register on the day sign up's and take payment where needed
- Ensure the team are asking all participants to complete medical and photo consent forms if not done so already
- Ensure all paperwork is filed away in relevant folders and kept safe

Registration desk

- Give a friendly welcome to our elves as they arrive and tick them off your list
- Register on the day sign up's and take payment
- Ask them to complete medical and photo consent forms if not done so already
- Give them their running packs
- Direct them towards start line ready for the warm up at 10:20am

Team Leader-Route Marshalls

- You will be responsible for supporting our route marshall's should they need any support throughout the event
- You will need to brief all marshalls about their responsibilities, give them their packs including your contact number before walking them to their marhsall points
- Ensure each marhsall understands they are to stand at their point on route and remain there until they are advised it is safe to stand down
- Encourage them all to smile, cheer, clap and shout encouragement to our elves as they pass their point. Singing and dancing is very much encouraged!
- Ensure all marsalls report any accidents/first aid requirements immediately to you
- Liaise with Event Managers to confirm when to stand down marsalls, ensuring they each collect any event signage/decorations and litter from their point

Route Marshals

- Take part in the briefing led by the Team Leader Stand at given point on route and remain there until you are advised it is safe to stand down
- Keep an eye out for any debris/obstacles that could cause any issues to our elves as they pass your point and safely move them out of their path
- Smile, cheer, clap and shout encouragement to our elves as they pass your point.
- Singing and dancing is very much encouraged!
- Report any accidents/first aid requirements immediately
- Once stood down, collect any event signage/decorations and litter

Finish line crew

- Smile, cheer, clap and shout encouragement to our elves as they pass the finish line.
- Singing and dancing is very much encouraged!

- Hand out goody bags/medals to all elves and thank them for taking part
- Ensure any litter is collected

To sign up for a volunteer role please visit: <https://forms.office.com/e/1QXLtSV9bK>

For any queries please email fundraising@oxfordshiremind.org.uk

Although it is not a requirement, we would encourage all of our volunteers to join in with the festive spirit and wear fancy dress.