

Pushcart Coordinator - Position Description



1. ABOUT THE ROLE

The Pushcart Coordinator leads the Pushcart category by guiding a team of volunteer judges and ensuring that students, teachers and parents have a great experience.

They oversee the safe and timely delivery of all on-track events and ensure judging components are delivered efficiently, effectively and fairly.

Serving as a key point of contact for team managers during the event and have the final say on any decisions relating to competition fairness, the spirit of the event, and rule interpretation.

This is an annual volunteer leadership position reviewed post-event in line with Energy Breakthrough planning timelines.

The successful applicant will collaborate with volunteers, schools, and fellow coordinators as part of a supportive and passionate team delivering a meaningful event for young people.

2. TASKS

The key tasks of the Pushcart Coordinator are to:

- Provide advice on Pushcarts specifications via the Education Team Leader.
- Respond to enquiries from schools as required.
- Assist with preparing the Pushcart Event Manual.
- Plan and implement the Pushcart category during the event.
- Brief and lead the Pushcart volunteer Judges as required at the event.
- Ensure the on-track events are delivered safely and on time.
- Oversee judging components to ensure they are conducted fairly and efficiently.
- Liaise with Team Managers during the event.
- Collect and process results, determine awards according to EB rules and guidelines.
- Respond to any result-related queries via the Education Team Leader.
- Submit a post-event report and feedback to the Education Team Leader.

3. TIME REQUIRED:

Pre-Event (all remotely)

- Attend approximately five management committee meetings prior to the event.
- Liaison with participating schools.
- Prepare Event Documentation for teams.
- Judge the Video Display & Presentation submissions.

Event: (Maryborough)

- Wednesday: Set-up day
- Thursday: 8:00am - 6:00pm

Post-Event:

- Participate in Post-Event Evaluation Sessions

REPORTING TO: Education Team Leader

LOCATION: Remotely in the lead-up to the event.

At the Energy Breakthrough site in Maryborough during the event.



4. ABOUT THE ENERGY BREAKTHROUGH

The Energy Breakthrough is a joint initiative of the Country Education Project (CEP) and Central Goldfields Shire Council (CGSC).

It provides opportunities for students, teachers, parents and local industry to work together to design and construct a vehicle, a machine or innovation in technology that will represent an 'energy breakthrough'.

Participants are encouraged to explore the latest technology while considering environmental impacts and the way people live locally and globally.

The Energy Breakthrough isn't just a once-a-year event. School groups work throughout the year to design, build, and test vehicles or machines. This team effort integrates curriculum areas and culminates in a large-scale celebration in Maryborough, Victoria.

The Program aims to:

- Provide an excellent technology project for students from Prep to VCE level.
- Encourage young people to explore solutions to environmental and transport issues.
- Foster collaboration between schools and communities.
- Create opportunities for girls and women to engage in STEAM (Science, Technology, Engineering, Arts, and Mathematics) fields.
- Deliver a fun, real-world program with hands-on challenges
- Promote awareness of design, driving skills and safety.

Our Mantra

Powered by imagination



5. ABOUT THE PUSH CART CATEGORY

Introduced in 1991, the Pushcarts category is open to Primary School students only. Inspired by the classic billycart, students race their pushcarts through a series of events designed to introduce concepts of energy and technology in a fun, active way.

Team Composition:

- Ten students per team
- Support from other students, parents, friends, local tradespeople, and community groups is encouraged to build their pushcart.

Classes:

- Section 1 (A1): Schools with 200 students or less.
- Section 2 (A2): Schools with over 200 students.

Event Elements:

- Display & Presentation (video submission prior to the event)
- Scrutineering & Design & Construction
- Obstacle Relay
- Endurance Relay
- Sprint Relay

More detail on each element is available on the EB website (<https://www.eb.org.au/pushcarts/>) and the Schools Handbook.

6. PUSH CARTS EVENT SCHEDULE

TIME	ACTIVITY	LOCATION
Pre-Event	Video Display & Presentation	MyEB
9:00am - 10:00am	Design & Construction, Scrutineering	EB Central
9:00am - 5:00pm	Endurance Trial	Track 1
10:30am - 12:30pm	Obstacle	Track 2
1:00pm - 2:00pm	Endurance	Track 2
2:00pm - 3:00pm	Sprint	Track 2
3:30pm	Awards Ceremony	Track 2



5. CHILD SAFETY COMMITMENT

Energy Breakthrough is committed to the safety and wellbeing of all children. All staff and volunteers must uphold our child safety policies and demonstrate safe practices when engaging with young people.

6. ROLE REQUIREMENTS / QUALIFICATIONS

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Mandatory

- A strong commitment to child safety and adherence to Energy Breakthrough's Child Safe Standards is required.
- Understands and aligns with the friendly, encouraging and supportive approach of the Energy Breakthrough team.
- Strong understanding of Pushcart specifications and event guidelines.
- Awareness of primary school students' capabilities in this context.
- Effective planning and organisational skills.
- Strong communication skills.
- Valid Working with Children Check card linked to CEP and CGSC.

Highly Regarded

- Experience in school-based or youth-oriented programs
- Judging or officiating in student competitions or community events
- Strong conflict resolution or stakeholder communication skills

Preferred

- Current Victorian driver's licence.

7. SUPPORT / ASSISTANCE PROVIDED

- A small stipend of up to \$2,500 will be provided to cover costs for phone calls, internet for email and social media, time to attend meetings and travel.
- Catering, including lunch and snacks will be provided on-site at no cost during the event
- Accommodation, including breakfast, will be provided during the event, if required.
- Handover support or briefing from the outgoing Pushcart Coordinator will be arranged to assist with onboarding.
- Additional support and training can be provided upon request.

8. HOW TO APPLY

Please submit your resume and a short cover letter outlining:

- Why you would be a great fit for this role
- Any experience you have performing the key tasks listed
- How you meet the role requirements and qualifications

Send your application to enquiries@eb.org.au by 31 July 2025.

For any questions, contact Nigel Preston on 1300 561 854 or via email to enquiries@eb.org.au.

We strongly encourage applications from people of all backgrounds, especially those with experience in education, engineering, youth development, or community engagement.