

VOLUNTEER JOBS & INFORMATION 2020

<u>Overall List</u>	<u>Mtg. Day</u>	<u>Time</u>
*Rest Stop/Truck Set Up Crew	Friday, July 10	12 PM
*Start/Finish Crew	Friday, July 10 & Friday, July 17	6 PM 8 PM
*Physician/EMT/Nurse	Saturday, July 11	10 AM
*Merchandise Sales	Saturday, July 11	11 AM
*Information Booth AM	Saturday, July 11	12 PM
*Site & Information Crew	Saturday, July 11	12:30 PM

*These positions cannot utilize the July 11 Albany to Buffalo shuttle.

Optional camping is provided for all volunteers Friday Night, July 10 at Nichol's School

Bike SAG	Saturday, July 11	3:30 PM
Overnight Crew	Saturday, July 11	3:30 PM
Route Marker	Saturday, July 11	3:30 PM
Rest Stop AM	Saturday, July 11	4 PM
Rest Stop Truck Drivers	Saturday, July 11	4 PM
Rest Stop PM	Saturday, July 11	4 PM
Sag Driver	Saturday, July 11	4 PM
Truck Driver	Saturday, July 11	9 PM
Truck Driver Asst.	Saturday, July 11	9 PM

Job Descriptions

REST STOP/TRUCK SET UP CREW

Schedule

Attend Meeting Scheduled Friday

Work:

Ride:

Special Schedule

Cannot utilize July 11 Shuttle

Friday, Saturday, Saturday, Sunday (July 10, 11, 18 & 19)

Sunday-Friday (July 12-17)

Job Description

Valid US Driver's License/Drive 16 or 26 ft. trucks

Use of power and hand tools for truck set up

Pick up Supplies/Stock Trucks

Staff/Set Up Rest Stops

Assist with Final Party Set Up

Breakdown trucks/move supplies Saturday/Sunday at finish

START/FINISH CREW

Schedule

Attend Meetings Scheduled Friday(s)

Work:

Special Schedule

Cannot utilize July 11 Shuttle

Saturday, *Sunday, Sunday (July 11, *12 & 19)

Ride: All Day
Sunday-Saturday (July 12-18)
(*Work Sunday, July 12 until 8:00 am)

Job Description

Valid US Driver's License/Drive 16 & 26 ft. Rental Trucks
Set Up Site at Nichol's school (tents/signage/etc.)
Staff Information Areas/Assist with Registration
Run Shuttles for Long Term Parking
Pick Up Supplies
Load Bicycles for return shuttle on July 19
Drive Trucks from Albany to Buffalo on July 19 and return to Rental Location/Finish Approx. 8 PM

MERCHANDISE SALES

Work & Ride Everyday

Schedule

Attend Meeting Scheduled Saturday
Work:

Cannot utilize July 11 Shuttle
Saturday, July 11, 12 PM-5PM
Saturday-Saturday (July 11-19) 3-6 PM
Sunday, July 19, assist at finish until 1 pm

Ride:

Everyday

Job Description

Work with PTNY staff/follow policies and procedures established by PTNY
Set-Up/Sell/Track Ride Merchandise & Income (cash and credit card purchases)
Secure Merchandise/receipts/money at end of day
Assist PM Information as needed and help with youth Scavenger hunt (prizes/answers/etc.)

SITE & INFORMATION CREW

Work Every Other Day/Ride Every Other Day

Schedule

Attend Meeting Scheduled Saturday
Work:

Cannot utilize July 11 Shuttle
A Crew-Sun/Tues/Thurs/Sat. (July 12, 14, 16, 18)
B Crew-Mon/Wed/Fri./Sun.* (July 13, 15, 17, 19*)
Start 7:30 a.m. Finish 6 p.m./*07-19 until 1:30 p.m.

Ride:

Every Other Day

Job Description

Valid US Driver's License/Cell Phone Required
Site Set Up-place signage/set up tents/set up beverage area/water fill station/misc.
Site-monitor beverages/pick up supplies as needed/empty trash/unload bicycles/misc.
Staff PM Information Booth-communicate information with Riders/Hand out literature/assist with youth scavenger hunt/work with local community groups.
Last day is assisting with bicycle loading and other finish line tasks.

INFORMATION BOOTH AM

Work & Ride Everyday

Attend meeting scheduled Saturday

Cannot utilize July 11 Shuttle

Schedule

Work:

Saturday, July 11 Noon-5 PM

Ride: Sunday-Sunday (July 12-19) 5:30-8:30 AM
Everyday

Job Description

Assist with Registration & Information on Saturday, July 11
Staff Information Booth each morning 5:30-8:30 AM
Set Up and Take Down PA system for AM meetings
Organize Trash & Recyclables
Load Up Site (tents/water bottle fill/coolers/etc.)
Assist with bicycle loading/transport

PHYSICIAN/EMT/NURSE

Work & Ride Everyday

Schedule

Attend Meeting Scheduled Saturday
Work:

Cannot utilize July 11 Shuttle
Saturday, July 11 Until 4 p.m.
Sunday-Saturday (July 12-18)
at Information Booth 5-6 p.m. for medical assistance
On Call Thru-Out Ride

Ride: Ride Every Day

Job Description:

Cell Phone Required
Saturday: Inventory Medical Supplies and Check/Update First Aid Kits/Shop for missing supplies & distribute First Aid Kits at meetings.
During Ride Week-On call throughout day/Stop at AM and PM Rest Stops, to see if any assistance needed. Staff Information Tent 5-6 PM each evening beginning Sunday (07-12) thru Saturday (07-18)

SAG DRIVER

Work Every Other Day/Ride Every Other Day

Schedule

Attend meeting Scheduled Saturday
Work:

A Crew-Sun/Tues/Thurs/Sat. (July 12, 14, 16, 18)
B Crew-Mon/Wed/Fri./Sun.* (July 13, 15, 17, 19*)
Start 7:30 a.m. Finish 6 p.m.
*Last Day, Sunday until 1:30 p.m.

Ride: Every Other Day

Job Description

Valid US Driver's License
Cell Phone Required/Smart Phone preferred
Attend AM meetings on days scheduled to SAG (SAG Coordinator will go over route/schedule)

SAG DRIVER (cont.)

Cruise the route under SAG Coordinators Directions and provide help when needed
Ability to keep on route/assist & pick up bicyclists + riders, under SAG Coordinators direction.

Vehicle supplied or you can use your own. (Please note: if you are using your own vehicle, and riding alternate days, you must be OK with someone else driving your vehicle. PTNY does not provide insurance for vehicle.)

Keep SAG Coordinator advised of status

Follow Safe driving practices

REST STOP AM

Schedule

Attend Meeting Scheduled Saturday

Work:

Ride:

Work & Ride Every Day (From AM Rest Stop)

Sunday to Saturday (not last day 07-19)

6:45-10 AM

Sunday to Saturday-from AM Rest Stop

(You & your bicycle will be transported to AM rest stop)

Ride Last Sunday/no work

Job Description

Cell Phone Required

Set UP AM Rest Stop (put out products/supplies/water fill station/trash receptacles/etc.)

Work with local community groups at AM stops

Work/Ride with Rest Stop Truck Driver

Enforce hygiene with bicyclists (wash hands/use tongs/etc.)

REST STOP TRUCK DRIVERS

Schedule

Attend Meeting Scheduled Saturday

Work:

A Crew-Sun/Tues/Thurs (July 12, 14, 16)

B Crew-Mon/Wed/Fri. (July 13, 15, 17)

Start 6:45 AM Finish 6 PM

Ride:

A Crew-Mon/Wed./Fri./Sat./Sun

B Crew Sun./Tues/Thurs/Sat./Sun

Job Description

Valid US Driver's License

Cell Phone Required

Drive 16 Ft. Rest Stop Truck through the day to designated rest stops

Help Set Up/Clean Up Rest Stops

Transport Trash to Overnight Site, if needed

Shop/Pick up Supplies

Transport bicycles if needed

Enforce hygiene with bicyclists (wash hands/use tongs/etc.)

REST STOP PM

Schedule

Work & Ride Every Day

Attend Meeting Scheduled Saturday

Work:

Sunday-Saturday (July 12-18)

Arrive PM Rest Stop by 10:30 a.m.

Ride:

Everyday

Job Description

Set up PM Rest Stop (cut up fruit/place products/trash receptacles/water fill/etc.)

Enforce hygiene with bicyclists (wash hands/use tongs/etc.)

Clean Up Rest Stop

Work with PM Rest Stop Coordinator & Rest Stop Truck Driver

BIKE SAG

Work & Ride Every Day

Schedule

Attend Meeting Scheduled Saturday

Work:

Everyday

Schedule assigned by Bike SAG Coordinator

Hours vary by day

Ride:

Everyday

Job Description

Cell Phone Required

You must be physically capable of riding entire course each day.

Get to know Riders/look for problem areas and advise Bike SAG Coordinator

Deal with emergencies and problems as they arise/notify appropriate staff.

Carry basic first aid kit & patch kit (supplied)/capable of assisting with flats

Can be assigned "road marshall" duties as needed (flagging crossings/etc.)

One or two bicycles will be assigned "sweep", others will be dispersed throughout route

OVERNIGHT CREW

Work & Ride Every Day

Schedule

Attend Meeting Scheduled Saturday

Work:

Sunday-Saturday (July 12-19)

6 PM-Until 6 AM

Ride:

Everyday

Job Description

Staff Information Booth 6-8 PM/ Communicate with Riders Information/answer questions

Pick up Supplies as needed/local stores

Stock/Fill Water & Beverages

Change out Trash/Recyclables as needed

On Call Overnight for Emergency Transportation

Valid US Driver's License

Cell Phone Required

ROUTE MARKERS

Work Every Other Day/Ride Every Other Day

Schedule

Attend Meeting Scheduled Saturday

Work

A Crew-Sun/Tues/Thurs/Sat. (July 12, 14, 16, 18)

B Crew-Mon/Wed/Fri./Sun. (July 13, 15, 17, 19)

Ride:

Every Other Day

Job Description

Cell Phone Required

Route markers leave before bicyclists are out

Meet/Check with ride director, prior to leaving, go over possible issues on route

Work in teams of two that leave as early as possible (by bicycle) to check the marks on the road to ensure that they are plainly marked.

Supplement the marks as necessary to ensure our riders stay on course (carry paint with you)

Inform ride director of any issues encountered during the day.

TRUCK DRIVERS

Work Every Other Day/Ride Every Other Day

Schedule

Attend Meeting Scheduled Saturday

Work:

A Crew-Sun/Tues/Thurs/Sat. (July 12, 14, 16, 18)

B Crew-Mon/Wed/Fri./Sun. (July 13, 15, 17, 19)

Ride:

Every Other Day

Job Description

Valid US Driver's License/Cell Phone Required

Follow directive of truck coordinator regarding schedules, truck placement (luggage unloading and loading) & other assigned tasks. (if Truck Coordinator is not available Ride Director will provide direction.)

Drive a 26-foot rental truck from one overnight to the next (depart by 9 am arrive by 11 am)

Staff Trucks approx. 6-7:30 AM (depending on which truck assigned to)

Assist with unloading of baggage onto trucks, working with local groups

Inform Site set up location of unloaded luggage/place tarps if inclement weather may occur

Transport bicycles and people as needed

ADMIN TRUCK ONLY: Assist with loading of information area and set up at next site.

TRUCK DRIVERS ASST.

Work Every Other Day/Ride Every Other Day

Schedule

Attend Meeting Scheduled Saturday

Work:

A Crew-Sun/Tues/Thurs/Sat. (July 12, 14, 16, 18)

B Crew-Mon/Wed/Fri./Sun. (July 13, 15, 17, 19)

Ride:

Every Other Day

Job Description

Starting at 6 am assist with loading of baggage onto truck

Depart site daily with Truck driver to arrive by 11 AM at the next overnight site

Assist with unloading of baggage/placement of tarps & covering of luggage-if needed