## VOLUNTEER JOBS & INFORMATION 2020

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

**Special Schedule**

- **Schedule**
  - Attend Meeting Scheduled Friday
  - Cannot utilize July 11 Shuttle
- **Work:**
  - Friday, Saturday, Saturday, Sunday (July 10, 11, 18 & 19)
- **Ride:**
  - 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

**Special Schedule**

- **Schedule**
  - Attend Meetings Scheduled Friday(s)
  - Cannot utilize July 11 Shuttle
- **Work:**
  - Saturday, *Sunday, Sunday (July 11, *12 & 19)
All Day
Ride: 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 Cannot utilize July 11 Shuttle
Work:
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 Cannot utilize July 11 Shuttle
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./*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
Schedule
Attend meeting scheduled Saturday Cannot utilize July 11 Shuttle
Work: Saturday, July 11 Noon-5 PM
Sunday-Sunday (July 12-19) 5:30-8:30 AM
Ride: 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**

**Work & Ride Every Day (From AM Rest Stop)**

**Schedule**

- Attend Meeting Scheduled Saturday
- Work: Sunday to Saturday (not last day 07-19)
  - 6:45-10 AM
- Ride: 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**

**Special Schedule**

**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**

**Work & Ride Every Day**

**Schedule**
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

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 advice Bike SAG Coordinator
Deal with emergencies and problems as they arise/notify appropriate staff.
Carry basic first aid kid & 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

Schedule
Attend Meeting Scheduled Saturday
Work: Sunday-Saturday (July 12-19)
6 PM-Ultil 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

Schedule
Work Every Other Day/Ride Every Other Day
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