

CTHV 2023 Volunteer Information, Job List & Description

VOLUNTEER INFORMATION

Volunteer Process: The volunteer application will open in January, and positions will start to be assigned in February. Positions will continue to be filled up to the start of the ride as there are often last-minute cancellations. If you are assigned a position there is no cost for the ride, volunteers ride for free! The online volunteer application is located on the web site volunteer page. (Shuttle Note: If you will be utilizing the optional shuttle, at the end of the ride-there is a fee for this service.)

Volunteer Meetings:

Saturday, July 29-Volunteer meeting times-begin at 9 am/held throughout the day in Troy/schedule TBD
Friday evening, July 28-An all-volunteer meeting will be held in the Albany-Troy area, location TBD
(If unable to attend the Friday mtg. in person you may join via a zoom link we will send to you.)

Work Schedules

- 1-Work Every Other Day/Ride Every Other Day-You will work 4 days/Ride 4 days
Crew A Works Sat/Mon./Wed./Fri. (July 29, 31/Aug. 2 & 4)
Crew B Works Sun./Tues./Thur./Sat. (July 30/Aug. 1, 3 & 5)
- 2-Ride Every Day/Work Every Day

VOLUNTEER JOB(S) LIST

THE BELOW POSITIONS ARE RIDE/WORK EVERY-OTHER DAY (EOD)/YOU WILL BE ASSIGNED TO CREW A OR B

1. Luggage Truck Driver (26 Ft. Truck)-EOD
2. Luggage Truck Assistant- EOD
3. Administrative Truck Driver (26 Ft. Truck)-EOD
4. Site Crew- EOD
5. Car SAG- EOD
6. Rest Stop(s)- EOD
7. Rest Stop Truck Driver-EOD
8. PM Information & Signage-EOD
9. Miscellaneous Volunteer-Fill In for cancellations/as needed-EOD

THE BELOW POSITIONS RIDE EVERY OTHER DAY IN CONJUNCTION WITH WORKING

10. Route Marker- Ride & Work Every Day
11. Bike SAG/Route Marshall-Ride & Work Every Day
12. Overnight Crew-Ride & Work Every Day
13. Medical-Ride & Work Everyday

SPECIAL SCHEDULE

14. Pre & Post Crew
Work Before Start (July 27-29) Work last Friday & Saturday of tour (Aug. 4 & 5) + Sunday after tour (Aug. 6) Ride Sunday to Thursday (July 30-Aug. 3)

15. Other

Do you have an idea for a position that would be terrific for this event? Please let us know on the volunteer application.

VOLUNTEER JOB DESCRIPTIONS

Luggage Truck Driver- Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

(Day begins at 6 AM and ends early afternoon at the next overnight site)

Valid US Driver's License/Cell Phone Required (CDL preferred/not required)

Follow directive of tuck coordinator regarding schedules, truck placement (luggage unloading and loading) & other assigned tasks.

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

(Last day trucks return to Albany)

Staff Trucks approx. 6-8:00 AM

Assist with unloading of baggage at overnight site.

Post Truck Sign #'s with luggage for participants to identify

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

Transport bicycles and people as needed

Pick-Up, Fuel and Return Trucks from Rental Locations

Assist with Registration (A Crew)

Luggage Truck Assistant- Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

(Day begins at 6 AM and ends early afternoon at the next overnight site)

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

(Last day trucks return to Albany)

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

Assist with Pick-Up, Fuel and Return Trucks from Rental Locations

Assist with Registration (A Crew)

Administrative Truck Driver- Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

Day begins at 7:30 AM and ends approx. 5 pm at the next overnight site-see afternoon schedule below*

Valid US Driver's License/Cell Phone Required (CDL preferred/not required)

Assist with Loading truck in the AM.

Organize Truck

Drive a 26-foot rental truck from one overnight to the next.

(Last day truck returns to Albany)

Assist with Off-Loading truck at next site/directing other volunteers assisting with off-loading

*Afternoon Schedule-Maintain presence at truck to take on and off supplies as needed in the afternoon and assist at site-fill soda coolers/etc.

Keep truck organized throughout the tour-General air of authority on where things go 😊.

Pick up supplies as needed.

Site Crew - Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

(Day begins 7:30 AM and ends late afternoon at the next overnight site)

Valid US Driver's License

The bulk of the job is taking down and setting up sites.

Driving vehicles

At site-monitoring trash cans, hand sanitizers, water, etc.

Assisting with unloading luggage trucks

General logistics during the day of a bicycle tour at the overnight site.

Loading Bicycles for transport and last day shuttle/Offloading RS Trucks

Assist with Registration (A Crew) Assist with Bike Loading (B Crew)

Car SAG- Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

(Day begins at 7 AM and ends after last rider is in)

Valid US Driver's License

Cell Phone Required/Smart Phone preferred

Attend AM meetings on days scheduled to SAG

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

It is helpful for Car SAGs to have a general knowledge of bicycle mechanics and ability to perform basic fixes such as patching a flat.

Route Marker- Ride & Work Everyday

JOB DESCRIPTION

(Day begins at 5:45 AM and ends after completing route and reporting any issues)

Cell Phone Required

Route markers leave before bicyclists are out

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

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)

Notify Ride Director if unexpected hazards are on route (i.e. tree down, construction, etc.)

If you have to put down paint, please follow paint mark guidelines.

Inform ride director of any issues encountered during the day.

Bike SAG/Road Marshall's-Ride & Work Every Day

This position involves both Bicycle SAG and Road Marshall responsibilities

JOB DESCRIPTION

(Day begins at 7 AM and ends after last rider is in, or as Coordinator schedules you.)

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

Assigned "Road Marshall" duties (flagging crossings/important turns/etc.)

Note: Route has areas that will be staffed all day by Bike SAG/Road Marshall's on a rotating schedule
Bike SAG's/Road Marshall's will be disbursed throughout the route

Assist on last day with bicycle loading

Rest Stop-

JOB DESCRIPTION

On Saturday, July 29 set up Rest Stop Trucks for the week

On Saturday, Aug 5, off load truck

Leave at 7 AM to Rest Stop(s)

Set up Rest Stops (wash & 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 Drivers

Overnight Crew-Ride Every Day

JOB DESCRIPTION

(Day/Night is: Begin 6 PM/available throughout the night for emergencies)

Staff Information Booth 6-8 PM/6-8 AM

During Tour:

- Staff Information Booth 6-8 PM & 6-8 AM (rotating schedule with other Overnight volunteers)

- On Call Overnight for Emergency Transportation

- Pick up Supplies as needed/local stores

- Stock/Fill Water & Beverages/Change out Trash/Recyclables as needed

- Valid US Driver's License/Cell Phone Required

- Close up Information Booth/Put away items

- Misc. Logistics

Medical Team Member: Medical Physician/EMT/Nurse-Ride Every Day

JOB DESCRIPTION

(Be on call throughout the day/Staff Medical Tent 5-6 PM on a rotating schedule)

Cell Phone Required

Covid-19: Assist with any medical/pandemic protocols in place as of July 29, 2023, required for the event.

Saturday: Inventory Medical Supplies and Check/Update First Aid Kits/Shop for missing supplies

During Ride Week-On call throughout day/Stop at AM and PM Rest Stops, to see if any assistance needed.

PM Information & Signage-Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

Saturday, July 29th-Set Up for Event & help with registration

During the week:

- Help close site before leaving to next one

- Drive support vehicle from overnight site to next

- Place signage at overnight sites

- Staff Information Tent until 6 pm

- Misc. Tasks at Overnight Sites (trash receptacles/water fill station/logistics/etc.)

- Assist with bicycle loading/bus shuttle

Rest Stop Truck Driver-Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

On Saturday, July 29 set up Rest Stop Trucks for the week

On Saturday, Aug 5, off load truck

Valid US Driver's License

Cell Phone Required

During the week:

Meet by 7 a.m. at Rest Stop Truck

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

Help Set Up/Staff/Clean Up Rest Stops

Pick up Supplies/Stock Trucks

Breakdown trucks/move supplies Sunday at finish

Transport Trash to Overnight Site, if needed

Misc.-Ride Every Other Day

Take the place of volunteers who cancel* or

Be assigned specific tasks (water filling/beverages/etc.)

If no one cancels you would be assigned to a volunteer position

*Misc. Volunteers would not be expected to drive 26 ft. trucks

Pre & Post Crew-Special Schedule

Work Before Start (July 27-29) Work last two days of tour & Sunday after tour (Aug. 4-6)

Ride Sunday to Thursday, July 30-Aug. 3)

JOB DESCRIPTION

Valid US Driver's license

Cell Phone required

Ability to drive 26 ft. & 16 ft. rental trucks

This role involves picking up/setting up and loading trucks in Auburn, NY

Loading bicycles for shuttle back to Albany

Driving Trucks/vehicles from Auburn, NY to Troy NY

Picking up & setting up trucks in Troy, NY

Assisting at Hudson Valley CC (Sat., July 29) with site set-up/registration

Driving Trucks back to Albany & back to Auburn

Meet: Thursday, July 27th at 9 a.m. in Auburn NY

Finish: Sunday, August 6 approx. 3 p.m. in Auburn, NY

We hope you will consider joining the volunteer crew on this new bicycle adventure along the Empire State Trail!

April

Questions? Please contact: aprilamodei@gmail.com