

CTEC 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.

Pandemic: All volunteers and participants must agree to abide by the Pandemic Policy (includes Covid 19)

July 8-Shuttle Albany to Buffalo: If you are going to utilize the first Albany to Buffalo Shuttle (July 8), please do not sign up for positions that require you to attend a Saturday AM meeting, as the shuttle does not arrive in time.

Saturday, July 8-Volunteer meeting times-will be set in the spring. Generally, Saturday AM meetings run between 9 am and 1 pm and Saturday PM meetings (after shuttle arrival) run between 3:30 PM and 9:00 PM. Meetings will be held at the start location, Nichol's School, in Buffalo.

Work Schedules

Work Every Other Day/Ride Every Other Day-You will work 4 days/Ride 4 days
(Some of these positions have a Saturday, July 8 assignment also)

Ride Every Day

These positions combine the job and riding the route every day
(Some of these positions have a Saturday, July 8 assignment also)

Special Schedule-Listed with Job

Questions?

Please contact April Amodei at aprilamodei@gmail.com if you need additional information.

VOLUNTEER JOB LIST

These positions do not have a Saturday AM Mtg.

1. Luggage Truck Driver (26 Ft. Truck)- Ride Every Other Day/Work Every Other Day
2. Luggage Truck Assistant- Ride Every Other Day/Work Every Other Day
3. Administrative Truck Driver (26 Ft. Truck)-Ride Every other day/Work Every Other Day
4. Administrative Truck Assistant- Ride Every other day/Work Every Other Day
5. Site Crew- Ride Every Other Day/Work Every Other Day
6. Car SAG- Ride Every Other Day/Work Every Other Day
7. Route Marker- Ride Every Other Day/Work Every Other Day
8. Bike SAG-Work & Ride Every Day
9. PM Rest Stop-Work & Ride Every Day
10. Information Booth AM-Work & Ride Everyday

These positions do have a Saturday AM Mtg., that occurs before the arrival of the Albany to Buffalo shuttle.

11. Overnight Crew-Ride Every Day + Saturday, July 8
12. Medical-Ride Every Day + Saturday, July 8
13. AM Crew-Ride Every Day + Saturday, July 8
14. PM Information & Signage-Ride Every Other Day/Work Every Other Day + Saturday, July 8
15. Indoor Camping Crew-Ride Every Other Day/Work Every Other Day + Saturday, July 8
16. Rest Stop Truck Driver-Ride Every Other Day/Work Every Other Day + Saturday, July 8
17. Rest Stop Truck Assist- Ride Every Other Day/Work Every Other Day + Saturday, July 8
18. Ebike Charging Station Volunteer- Ride Every Other Day/Work Every Other Day + Saturday, July 8
19. Miscellaneous Volunteer-Fill In for cancellations/as needed- Ride Every Other Day/Work Every Other Day + Saturday, July 8

Special Schedule

20. Pre & Post Crew
Work Before Start (July 6, 7 & 8) Work last Sunday of tour & Monday after tour (July 16 & 17)
Ride Sunday to Saturday, July 9-15
21. Bike Shuttle Truck Driver (26 ft. truck)
Work Before Start (July 7 & 8), During the Ride-Wed., (July 12) & Sunday, July 16

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)

Staff Trucks approx. 6-8:00 AM (depending on which truck assigned to)

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

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

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

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

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.

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

*Afternoon Schedule-In conjunction with ADMIN TRUCK ASSIST-Maintain presence at truck to take on and off supplies as needed in the afternoon and assist at site-fill soda coolers/etc. (Truck Diver and assist can set-up schedule for each afternoon, so that one or the other is available at truck for site assistance.)

Assist with bike loading on July 12 in Syracuse

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

Pick up supplies as needed.

Administrative Truck Assistant- 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*

Work with ADMINISTRATIVE TRUCK DRIVER to complete the tasks listed above.

Ride with Admin Truck from site to site.

*Afternoon Schedule-In conjunction with ADMIN TRUCK DRIVER-Maintain presence at truck to take on and off supplies as needed in the afternoon and assist at site-fill soda coolers/etc. (Truck Diver and assist can set-up schedule for each afternoon, that one or the other is available at truck for site assistance.)

Keep truck organized throughout the tour.

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.

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

Loading bicycles for shuttle to Buffalo/Offloading RS Trucks

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 Every Other Day/Work Every Other Day

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-Ride Every Day

JOB DESCRIPTION

(Day begins at 7 AM and ends after last rider is in, or as Bike SAG 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

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

Two bicycles will be assigned "sweep", others will be dispersed throughout route

PM Rest Stop-Ride Every Day

JOB DESCRIPTION

(Day is: Arrive at PM Rest Stop by 10:30 AM, leave as PM Rest Stop coordinator schedules you.)

Note: PM Rest Stops are approx. 40 miles from start

Set up PM Rest Stop (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 (Lois) & Rest Stop Truck Drivers

INFORMATION BOOTH AM-Work & Ride Everyday

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

Monitor & Supply Toilet Paper/Hand sanitizer supplies/Trash Cans/etc.

Misc. Logistics

Overnight Crew-Ride Every Day

JOB DESCRIPTION

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

Saturday, July 9-AM meeting/Assist with Opening Day & Registration

During Tour:

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

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

Assist Merch Tent with putting away stock.

Misc. Logistics

Medical Team Member: Medical Physician/EMT/Nurse-Ride Every Day + Saturday, July 8th

JOB DESCRIPTION

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

Saturday, July 8-AM meeting & assignment

Cell Phone Required

Covid-19: Assist with any protocols in place as of July 8, 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.

Medical Director will set schedule, coordinate Medical Team

AM Crew-Ride Every Day + Saturday, July 8

Help with Site Set Up & Registration on Saturday, July 8

During the week 6-9 AM:

- Assist with luggage/bicycle loading

- Assist with site take down

PM Information & Signage-Ride Every Other Day/Work Every Other Day + Saturday, July 8

(Day begins 8 AM and ends between 5 & 6 PM)

Saturday, July 8th -AM Mtg. + Set Up for Event & help with registration

During the week:

- 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.)

Indoor Camping Crew-Ride Every Other Day/Work Every Other Day + Saturday, July 8

Set Up Indoor Camping Area & Assist with Registration on Saturday, July 8

During the week:

- Help load & unload luggage & bicycles

- Drive vehicle to next site

- Set Up Indoor Camping

- Sleep in/Monitor Indoor Camping

- Staff Indoor Camping area during busy time of riders arriving (2-4 PM)

- Help Indoor Campers understand rules (share space/no bicycles/no cleats/no tents/etc.)

- Misc. Tasks related to Indoor Camping

- Insure Lights are off at 9 PM each evening and on at 6 AM each morning.

Rest Stop Truck Driver-Ride Every Other Day/Work Every Other Day + Saturday, July 8

JOB DESCRIPTION

On Saturday, July 8 set up Rest Stop Trucks for the week

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

Rest Stop Truck Driver Assistant-Ride Every Other Day/Work Every Other Day + Saturday, July 8

Valid US Driver's License

Cell Phone Required

On Saturday, July 8 set up Rest Stop Trucks for the week

During the Week:

Help Set Up/Staff/Clean Up Rest Stops

Pick up Supplies/Stock Trucks

Ride with Rest Stop Truck Driver

Ebike Charging Station Volunteer-Ride Every Other Day-AM Meeting on Saturday + Saturday, July 8

Set-Up and monitor Ebike Charging Station (pop-ups/generators/etc.)

Monitor batteries/station throughout the day (3-9 pm)

Put away generators/chargers at end of day

Misc.-Ride Every Other Day-AM Meeting on Saturday + Saturday, July 8

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 the site crew volunteer position

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

Pre & Post Crew-Special Schedule

Work Before Start (July 6, 7 & 8) Work last Sunday of tour & Monday after tour (July 16 & 17)

Ride Sunday to Saturday, July 9-15

JOB DESCRIPTION

Valid US Driver's license

Cell Phone required

Ability to drive 26 ft. rental trucks (CDL preferred/not required)

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

Driving Trucks/vehicles from Auburn, NY to Buffalo NY

Picking up & setting up trucks in Buffalo, NY

Friday Night Planning Meeting (July 14th)

Assisting at Nichol's (Sat., July 8) with truck and site set-up

Loading bicycles for July 16 shuttle in Albany

Driving Trucks back to Buffalo & back to Auburn

Meet: Thursday, July 6th at 9 a.m. in Auburn NY

Finish: Monday, July 17 approx. 3 p.m. in Auburn, NY

Bike Shuttle Truck Driver-Special Schedule

Start in Auburn, NY on July 7/Car will be parked here

Work: July 7, 8, 12, & 16

Ride: July 9-11 & 13-15

JOB DESCRIPTION

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

Drive a 26-foot rental truck for bike shuttles

Load/Unload Bicycles onto trucks

Pick Up & Return Trucks Where Needed

Friday Night Planning Meeting (July 14th)

Shuttles

A-July 8 ALB to BUF B-July 12 SYR to BUF C-July 16 ALB to BUF/Auburn

Note: Shuttle loading and unloading is physically demanding, the largest shuttle will have approx. 200 bikes.

Email April Amodei for additional information aprilamodei@gmail.com

Volunteer Coordinators

Bicycle SAG-Deanna Rizzo

Luggage Trucks-Hank Walck

PM Rest Stop-Lois Dimock

Medical Director-Dr. Michael Terranova

Rest Stop Trucks-Sam Ciraulo

Information-Marie Hardin

Resource Volunteers

Bicycle Safety & Education-Tom Hardin

Staff

April Amodei

Karen Empie

Jonathan Duda