

CTEC 2026 Volunteer Information, Job List & Description

VOLUNTEER INFORMATION

Volunteer Process

The volunteer application will open in December 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, *except for the optional shuttle and optional long-term parking*; volunteers join the tour for “free” in exchange for conducting their volunteer duties! The online volunteer application is located on the [tour web page](#).

Saturday, July 11, 2026–Shuttle Albany to Buffalo: If you are going to utilize the Albany to Buffalo Shuttle (July 11), please do not sign up for positions that require you to attend a Saturday AM meeting, as the shuttle does not arrive in time. See position descriptions on the following pages.

Volunteer Meeting Schedule, July 11, 2026 (note: subject to slight modification)

All meetings in the small ice rink at Nichols School (Buffalo overnight location).

8:30 AM: PM Information & Signage, AM Crew, Indoor Camping, Overnight Crew

9:30 AM: Rest Stop Truck Drivers, RS Truck Assists

11:00 AM: Medical

After the Albany to Buffalo Shuttles Arrive:

3:00 PM: Route Markers

3:30 PM: Bike SAG, Car SAG

3:30 PM: AM Rest Stop, PM Rest Stop

4:00 PM: Site Crew, AM Information, Misc

4:00 PM: Ebike Charging

8:00 PM: Luggage Truck Drivers & Assists, Admin Truck Driver & Assists

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 11 assignment also)

Ride Every Day. These positions combine the job and riding the route every day (Some of these positions have a Saturday, July 11 assignment also)

Special Schedule. Work schedule listed with job description

QUESTIONS?

Please contact Robert Panzera, Tour Director at rpanzera@ptny.org or 917-543-2670 call/text.

VOLUNTEER JOB LIST

The following positions **do NOT** have a morning meeting Saturday July 11

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. AM Rest Stop: Ride Every Other Day/Work Every Other Day
10. PM Rest Stop: Work & Ride Every Day
11. AM Information Booth: Work & Ride Everyday
12. Ebike Charging Station: Ride Every Other Day/Work Every Other Day
13. Breakfast/Dinner Check-in: Ride Every Day

The following positions **do** have a morning meeting Saturday July 11

(you cannot take the shuttle if you choose these positions because it arrives after morning meetings)

14. Overnight Crew: Ride Every Day + Saturday, July 11
15. Medical: Work & Ride Every Day + Saturday, July 11
16. AM Crew: Work & Ride Every Day + Saturday, July 11
17. PM Information & Signage: Ride Every Other Day/Work Every Other Day + Saturday, July 11
18. Indoor Camping Crew: Ride Every Other Day/Work Every Other Day + Saturday, July 11
19. Rest Stop Truck Driver: Ride Every Other Day/Work Every Other Day + Saturday, July 11
20. Rest Stop Truck Assist: Ride Every Other Day/Work Every Other Day + Saturday, July 11
21. Miscellaneous Volunteer (Fill In for cancellations/as needed): Ride Every Other Day/Work Every Other Day + Saturday, July 11

The following positions have a special schedule

22. Pre & Post Crew: Work Before Start (July 9, 10, 11). Work last Sunday of tour (July 19). Ride Sunday to Saturday, July 12-18
23. Bike Shuttle Truck Driver: Work Before Start (July 10-11). During the Ride on Wed, July 15 & Sunday, July 19

Volunteer Job Positions descriptions on the following pages.

VOLUNTEER JOB DESCRIPTIONS

1. Luggage Truck Driver: Ride Every Other Day/Work Every Other Day

- Valid US Driver's License/Cell Phone Required (CDL preferred/not required)
- Day begins at 6 AM and ends afternoon at the next overnight site
- Follow the directive of the Truck Coordinator regarding schedules, truck placement (luggage unloading and loading) and other assigned tasks.
- Drive a 26-foot rental box 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 from trucks, sometimes working with local groups.
- Post Truck Sign #'s with luggage for participants to identify.
- Place tarps over luggage if inclement weather may occur.
- Transport bicycles and people as needed

2. Luggage Truck Assistant: Ride Every Other Day/Work Every Other Day

- Day begins at 6 AM and ends afternoon at the next overnight site
- Starting at 6 am, assist with loading of baggage onto trucks .
- 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.
- Once luggage is unloaded, help Site Crew as needed

3. Administrative Truck Driver: Ride Every Other Day/Work Every Other Day

- Valid US Driver's License/Cell Phone Required (CDL preferred/not required).
- Day begins at 7:30 AM and ends at approx. 5 pm at the next overnight site.
- Assist with loading trucks in the AM.
- Organize Admin Truck.
- Drive a 26-foot rental truck from one overnight to the next.
- Assist with off-Loading trucks at the next site/directing other volunteers assisting with off-loading.
- 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 Driver and Assist can set-up a schedule for each afternoon, so that one or the other is available at truck for site assistance.)
- Keep trucks organized throughout the tour. General air of authority on where things go.
- Pick up supplies enroute to camp as needed.

4. Administrative Truck Assistant: Ride Every Other Day/Work Every Other Day

- Day begins at 7:30 AM and ends at approx. 5 pm at the next overnight site.
- Work with Admin Truck Driver to complete the tasks listed above in Admin Truck Driver description.
- Ride with Admin Truck from site to site.
- 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 Driver and Assist can set-up a schedule for each afternoon, that one or the other is available at truck for site assistance.)
- Keep the truck organized throughout the tour.
- Pick up supplies enroute to camp as needed

5. Site Crew: Ride Every Other Day/Work Every Other Day

- Day begins at 7:30 AM and ends late afternoon at the next overnight site.
- Valid US driver's license/cell phone required. Driving vehicles from one site to the next, may be required.
- Take down and set up overnight sites, including tents, tables, chairs, signage, etc.
- Monitor and replenish trash cans, hand sanitizers, water, ice, soda, toilet paper, etc.
- Assist with luggage unloading at overnights as needed.

6. Car SAG: Ride Every Other Day/Work Every Other Day

- Day begins at 7 AM and ends after last rider is in
- Valid US driver's license and smart phone required to utilize Ride With GPS app
- Attend AM meetings on days scheduled to SAG.
- Cruise the route under SAG Coordinator's directions and provide help when needed.
- Ability to follow routes and assist/pick-up bicyclists under SAG Coordinator's 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 your vehicle.)
- Keep SAG Coordinator advised of location..
- 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 changing a flat.*

7. Route Marker: Ride Every Other Day/Work Every Other Day

- Day begins at 5:45 AM and ends after completing route and reporting any issues
- Smart phone required to utilize Ride With GPS app
- Route markers ride on course before bicyclists leave camp.
- Meet/Check with Tour Director, prior to leaving, to 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 clearly marked. Supplement the marks as necessary to ensure our riders stay on course (carry paint with you).
- Notify the Tour 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 Tour Director of any issues encountered during the day.

8. Bike SAG: Ride Every Day

- Day begins at 7 AM and ends after the last rider is in, or as Bike SAG Coordinator schedules.
- Smart phone required to utilize Ride With GPS app.
- You must be physically capable of riding the 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/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 the route.

9. AM Rest Stop: Ride Every Other Day/Work Every Other Day

- Arrive at AM Rest Stop by 8:00 AM, leave as AM Rest Stop coordinator schedules you. Note: AM Rest Stops are approx. 20 miles from start
- Set up the AM 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 Rest Stop Coordinator & Rest Stop Truck Drivers.

10. PM Rest Stop: Ride Every Day

- 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 the 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 Rest Stop Coordinator & Rest Stop Truck Drivers.

11. AM Information Booth: Work & Ride Everyday

- Staff Information Booth each morning 5:30-8:30 AM.
- Load Up Site (tents/water bottle fill/coolers/etc.)
- Assist with bicycle loading/transport.
- Misc. Logistics

12. Ebike Charging Station: Ride Every Other Day

- Set-Up and monitor Ebike Charging Station (pop-ups/generators/etc.)
- Monitor batteries/charging station throughout the day (3-9 pm)
- Put away generators/chargers at the end of day.

13. Breakfast/Dinner Check-In: Ride Every Day

- Be at breakfast by 5:30am and check wristbands for entry to breakfast
- Remain at breakfast until 8:00am checking wristbands
- Be at dinner by 5:00pm and check wristbands for entry to breakfast
- Remain at dinner until 7:30pm checking wristbands
- If someone does not have a wristband, direct them to Info Tent to pay for a meal

14. Overnight Crew: Ride Every Day + Saturday, July 11th

- Saturday, July 11: AM Assist with Opening Day & Registration + meeting
- Begin 6 PM/available throughout the night for emergencies
- Staff Information Booth 6-8 PM/Communicate information to riders/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

15. Medical Team Member–Physician/EMT/Nurse: Ride Every Day + Saturday, July 11th

- Saturday, July 11: meeting & assignment
- Be on call throughout the day/Staff Medical Tent 5-6 PM on a rotating schedule; Cell Phone Required.
- Covid-19: Assist with any protocols in place as of July 11, 2026, required for the event.
- Saturday: Inventory Medical Supplies and Check/Update First Aid Kits/Shop for missing

supplies.

- During Ride Week: On call throughout the day/Stop at AM and PM Rest Stops to see if any assistance is needed.
- Medical Director will set schedule, coordinate Medical Team

16. AM Crew: Ride Every Day + Saturday, July 11

- Help with Site Set Up & Registration on Saturday, July 11 + meeting
- During the week, day begins at 6am and ends at 9 AM
- Set Up and Take Down PA system for AM meetings.
- Monitor & Supply Toilet Paper/Hand sanitizer supplies/Trash Cans/etc.
- Organize Trash & Recyclables.
- Assist with luggage/bicycle loading.
- Assist with site take down.

17. PM Info & Signage: Ride Every Other Day/Work Every Other Day + Saturday, July 11

- Set Up for Event & help with registration on Saturday, July 11 + meeting
- During the week, Day begins at 8 AM and ends between 5 & 6 PM
- Drive support vehicles 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.)

18. Indoor Camping Crew: Ride Every Other Day/Work Every Other Day + Saturday, July 11

- Set Up Indoor Camping Area & Assist with Registration on Saturday, July 11 + meeting
- Help load & unload luggage & bicycles.
- Drive a vehicle to the next site.
- Set Up Indoor Camping.
- Sleep in/Monitor Indoor Camping.
- Staff Indoor Camping area during busy times 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.
- Ensure lights are off at 9 PM each evening and on at 6 AM each morning.

19. Rest Stop Truck Driver: Ride Every Other Day/Work Every Other Day + Saturday, July 11

- On Saturday, July 11 set up Rest Stop Trucks for the week + meeting
- Valid US Driver's License required
- Cell Phone Required.
- Meet by 7am at the Rest Stop Truck.
- Drive 16-20 foot 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.

20. Rest Stop Truck Driver Asst: Ride Every Other Day/Work Every Other Day + Sat, July 11

- On Saturday, July 11 set up Rest Stop Trucks for the week + meeting
- Valid US Driver's License required.
- Cell Phone Required.
- Help Set Up/Staff/Clean Up Rest Stops.

- Pick up Supplies/Stock Trucks.
- Ride with the Rest Stop Truck Driver assisting with navigation

21. Misc.: Ride Every Other Day-AM Meeting on Saturday + Saturday, July 11

- Set Up for Event & help with registration on Saturday, July 11 + meeting
- Take the place of volunteers who cancel or be assigned specific tasks
- If no one cancels, you would be assigned to the Site Crew.

22. Pre & Post Crew: Special Schedule

- Work Before Start (July 10, 11 & 12). Work last Sunday of Tour & possibly Monday after tour (July 20 & 21). Ride Sunday to Saturday, July 13-19
- Valid US Driver's license required.
- Ability to drive 26 ft. rental trucks (CDL preferred/not required).
- Cell Phone required.
- This role involves picking up/setting up and loading trucks in Troy, NY.
- Driving Trucks/vehicles from Troy, NY to Buffalo, NY.
- Picking up & setting up trucks in Buffalo, NY.
- Friday Night Planning Meeting (July 11).
- Assisting in Buffalo (Sat., July 11) with truck and site set-up.
- Loading bicycles for July 11 shuttle in Albany.
- Driving Trucks back to Buffalo & back to Troy.
- Meet: Thursday, July 10th at 9 a.m. in Troy, NY.
- Finish: Sunday, July 20 in either Troy or Buffalo depending on the assignment

23. Bike Shuttle Truck Driver: Special Schedule

- Work Before Start (July 11 & 12). During the Ride on Wed, July 16 & Sunday, July 20
- Ride: July 13-15 & 17-19
- Valid US Driver's License required.
- Ability to drive 26 ft. rental trucks (CDL preferred/not required).
- Cell Phone Required.
- Load/Unload Bicycles onto trucks.
- Pick up & return trucks where needed.
- Friday Night Planning Meeting (July 11)
- Shuttles are A: July 11 ALB to BUF; B: July 16 SYR to BUF; C: July 20 ALB to BUF.
- Note: Shuttle loading and unloading is physically demanding, the largest shuttle will have approx. 200 bikes.

WHERE DO I APPLY?

Apply online at the [tour web page](#).

QUESTIONS?

Please contact Robert Panzera, Tour Director at rpanzera@ptny.org or 917-543-2670 call/text.