

CTHV 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](#).

Volunteer Meeting Schedule, August 3, 2026 (note: subject to slight modification)

All meetings at Hudson Valley Community College.

10:00 AM: Site Crew, PM Information, AM Information, Overnight Crew, Indoor Camping, Breakfast/Dinner Check-in, Misc, Medical

10:30 AM: AM Rest Stop, PM Rest Stop, Rest Stop Truck Drivers and Assists

11:00 AM: Luggage Truck Drivers/Assists, Admin Truck Drivers/Assists

11:30 AM: Car SAG

12:00 PM: Bike SAG/Route Markers & Afternoon Ebike Charging, Evening Ebike Charging

WORK SCHEDULES

Ride Every Other Day/Work Every Other Day

Crew A: Works Mon./Wed./Fri (August 4, 6 & 8), Rides Tues/Thur/Sat

Crew B: Works Tues./Thur./Sat. (August 5, 7 & 9), Rides Mon(prelim)/Wed/Fri

Ride Every Day/Work Every Day

These positions combine the job and riding the route every day

Special Schedule-Work days listed with job

QUESTIONS?

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

VOLUNTEER JOB LIST

The following positions are Ride Every Other Day/Work Every Other Day:

1. Luggage Truck Driver (26 Ft. Truck)
2. Luggage Truck Assistant
3. Administrative Truck Driver (26 Ft. Truck)
4. Administrative Truck Assistant
5. Site Crew
6. Car SAG
7. AM Rest Stop
8. Rest Stop Truck Driver
9. Rest Stop Truck Assist
10. PM Information & Signage
11. Indoor Camping Crew
12. Miscellaneous Volunteer (Fill In for cancellations/as needed)

The following positions are Ride Every Day/Work Every Day:

13. Afternoon Ebike Charging Station
14. Evening Ebike Charging Station
15. AM Information Booth
16. PM Rest Stop
17. Breakfast/Dinner Check-in
18. Route Marker
19. Bike SAG
20. Overnight Crew
21. Medical

The following positions have a special schedule

22. Pre & Post Crew: Work Before Start (Aug 2-3). Work last Friday & Saturday of tour (Aug 7-8).
Ride Monday Aug 3 (prelim) and Tuesday to Thursday, Aug 4-6).

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
- Assist with Registration (A Crew).

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
- Assist with pick-up, fuel and return trucks from rental locations.
- Assist with Registration (A Crew).

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

- On Monday, Aug 3, set up Admin Truck for the week; On Saturday, Aug 8, off load trucks.
- Valid US Driver's License/Cell Phone Required (CDL preferred/not required).
- Day begins at 7 AM and ends at approx. 6 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

- On Monday, Aug 3, set up Admin Truck for the week; On Saturday, Aug 8, off load trucks.
- Day begins at 7 AM and ends at approx. 6 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

- Set Up for Event & help with registration on Monday, Aug 3
- 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.
- Assist with Registration (A Crew).
- Assist with Bike Loading (B Crew).

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

- On Monday, Aug 3, set up Rest Stop Trucks for the week; On Saturday, Aug 8, off load trucks.
- 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.

8. Rest Stop Truck Driver: Ride Every Other Day/Work Every Other Day

- On Monday, Aug 3, set up Rest Stop Trucks for the week; On Saturday, Aug 8, off load trucks.
- Valid US Driver's License required
- Cell Phone Required.
- Meet by 7 AM 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.

9. Rest Stop Truck Driver Asst: Ride Every Other Day/Work Every Other Day

- On Monday, Aug 3, set up Rest Stop Trucks for the week; On Saturday, Aug 8, off load trucks.
- 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

10. PM Info & Signage: Ride Every Other Day/Work Every Other Day

- Set Up for Event & help with registration on Monday, Aug 3
- 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.)

11. Indoor Camping Crew: Ride Every Other Day/Work Every Other Day

- Set Up for Event & help with registration on Monday, Aug 3
- 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.

12. Misc.: Ride Every Other Day/Work Every Other Day

- Set Up for Event & help with registration on Monday, Aug 3
- Take the place of volunteers who cancel or be assigned specific tasks
- If no one cancels, you would be assigned to the Site Crew.

13. Afternoon Ebike Charging Station: Ride Every Day/Work Every Day

- Set-Up and monitor Ebike Charging Station (pop-ups/generators/etc.)
- Monitor batteries/charging station throughout the afternoon (1-5 pm)

14. Evening Ebike Charging Station: Ride Every Day/Work Every Day

- Monitor batteries/charging station throughout the evening (5-9 pm)
- Put away generators/chargers at the end of day.

15. AM Information Booth: Ride Every Day/Work Every Day

- Set Up for Event & help with registration on Monday, Aug 3
- 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

16. PM Rest Stop: Ride Every Day/Work Every Day

- On Monday, Aug 3, set up Rest Stop Trucks for the week; On Saturday, Aug 8, off load trucks.
- 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.

17. Breakfast/Dinner Check-In: Ride Every Day/Work 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

18. Route Marker: Ride Every Day/Work Every 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.

19. Bike SAG: Ride Every Day/Work 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.

20. Overnight Crew: Ride Every Day/Work Every Day

- 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

21. Medical Team Member–Physician/EMT/Nurse: Ride Every Day/Work Every Day

- Be on call throughout the day/Staff Medical Tent 6-8AM and 4-6 PM on a rotating schedule; Cell Phone Required.
- Monday: 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

22. Pre & Post Crew: Special Schedule

- Work Before Start (Aug 2-3). Work last Friday & Saturday of tour (Aug 7-8). Ride Monday Aug 3 (prelim) and Tuesday to Thursday, Aug 4-6).
- 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 Troy, NY. Loading bicycles for shuttle back to Albany.
- Driving Trucks/vehicles from NYC to Troy NY
- Picking up & setting up trucks in Troy, NY.
- Assisting at Hudson Valley CC (Mon., Aug 3) with site set-up/registration.
- Meet: August 2 at 9 AM in Troy, NY.
- Finish: Saturday, August 8 approx. 7 PM in Troy, NY.

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.