

# 2011 Katy Trail Ride Volunteer Job Descriptions

## Job title: Truck Driver

### General Description:

Pre-event Truck Drivers must:

- Possess a valid Missouri driver's license.
- Be available to pick up rental truck prior to the ride.
- Meet in St. Charles on the morning of Sunday, June 19 to assist in loading bicycles and equipment onto trucks for the advance shuttle riders. Drive truck to the midway point in Columbia to assist in loading the round-trip shuttle rider's bicycles. Continue on to Clinton and assist in unloading bicycles.

During the event Truck Drivers have the responsibility to:

- Supervise and coordinate the activities of the bike loaders and baggage handlers. Load and unload baggage.
- Before the start of each day's ride, the riders will deliver their luggage to the back of the truck where it is to be loaded between 5:30 and 8:30 a.m.
- Double check campsites for left behind items and depart for the next campsite at approximately 9 a.m.
- Arrive at the next campsite at approximately 10 a.m., park truck in designated location, and assist in unloading luggage and information booth supplies from 10 a.m. to 12 p.m.
- Park trucks in a designated overnight location for the remainder of the day where riders will be instructed to bring their luggage in the morning.
- Refuel trucks as needed.

Post-event:

- Assist in cleaning out the truck.

**Openings:** two positions from St. Charles to Clinton.

**Hours:** Sunday, June 19 from 8 a.m. to 5 p.m. and Monday, June 20 to Friday, June 24 from 5:30 a.m. to 8 p.m.

**Compensation:** all meals included in ride package, camping space each night, access to hot showers and facilities, participation in evening activities included in the ride package, ride t-shirt and ride water bottle.

## Job title: Baggage Loader

### General Description:

Pre-event:

- Meet in St. Charles on the morning of Sunday, June 19 to load bicycles and equipment onto trucks for the advance shuttle riders. Ride with the truck driver to the midway point in Columbia to load the round-trip shuttle rider's bicycles. Continue on to Clinton and unload bicycles and equipment.

During the event:

- Before the start of each day's ride, the riders will deliver their luggage to the back of the truck where it is to be loaded between 5:30 and 8:30 a.m. Load luggage in stacks working from front to back.
- Assist in breaking down and loading information booth equipment and supplies.
- Ride with the truck driver to the next campsite and unload luggage and information booth supplies from 10 a.m. to 12 p.m. Luggage is unloaded in rows, two bags wide, with aisles wide enough to walk through. In the event of rain, tarp must be placed beneath and on top of the luggage.

**Openings:** four positions from St. Charles to Clinton.

**Hours:** Sunday, June 19 from 8 a.m. to 5 p.m. and Monday, June 20 to Friday, June 24 from 5:30 a.m. to 2 p.m.

**Compensation:** all meals included in ride package, camping space each night, access to hot showers and facilities, participation in evening activities that are included in the ride package, ride t-shirt and ride water bottle.

## Job title: Bike Loader

### General Description:

- Assist baggage handlers and ride staff in loading bicycles onto truck for riders using the advance and return shuttle options.

**Openings:** four positions for advance shuttle in St. Charles on Sunday, June 19 and four positions for return shuttle in St.

Charles on Friday, June 24.

**Hours:** Sunday, June 19 from 8 a.m. to 10 a.m. for the advance shuttle and Friday, June 24 from 10 a.m. to 2 p.m. for the return shuttle.

**Compensation:** ride t-shirt and ride water bottle.

### **Job title: Registration Booth**

**General Description:**

- Assist in setting up registration booth (canopy tent, tables, chairs, water jugs, soda, supplies, and etc.)
- Register riders.
- Distribute rider packets, rider numbers, meal tickets, t-shirts and water bottles.
- Collect and file medical and emergency contact forms.
- Register riders for parking and assign tags.
- Assist in the sale of merchandise.
- Be available to answer rider's questions about activities and day to day events, and direct riders to services in town.
- Break down equipment and assist in loading equipment into support vehicles.

**Openings:** four positions Sunday, June 19 in Clinton and four positions Monday, June 20 in Clinton.

**Hours:** Sunday, June 19 from 5 p.m. to 9 p.m. and Monday, June 20 from 6:00 a.m. to 8:00 a.m.

**Compensation:** breakfast on Monday morning, June 20 after all the riders are registered, ride t-shirt and ride water bottle.

### **Job title: Information Booth**

**General Description:**

- Morning staff sets up information booth (canopy tent, tables, chairs, water jugs, supplies) and breaks down booth for loading to the next location. Mid-afternoon staff sets up booth at new location. Evening staff breaks down booth for the night.
- Register day riders and distribute rider packets, rider numbers, meal tickets and water bottles.
- Sell merchandise and beverages.
- Post fliers, activity calendars, menus, etc. as directed on bulletin board. Assist riders with cell phone charging locations.
- Assist riders with questions pertaining to the route, activities and services in town.
- Check in riders as they arrive into camp and distribute meal tickets.

**Openings:** two positions for each shift.

**Hours:** shifts run from 11 a.m. to 4 p.m., 4 p.m. to 9 p.m. and 6 a.m. to 9 a.m. at each overnight stop. Sedalia from 6-20 to 6-21, Boonville from 6-21 to 6-22, Jefferson City from 6-22 to 6-23, Marthasville from 6-23 to 6-24, St. Charles from 9 a.m. to 1 p.m. on 6-24.

**Compensation:** one meal per shift worked (breakfast or dinner) on day of service, ride t-shirt and ride water bottle.

## Job title: Ride Sweeps

### General Description:

- Depart campground at approximately 8 a.m. after all cyclists have started and remain at the tailing position.
- Be patient and never pass riders.
- Assist riders with bike repair and first aid as necessary.
- Serve as a main point of contact from the day coordinator and/or ride staff to the riders on the trail.
- Contact support vehicles and ride staff to relieve exhausted or injured riders.
- Advise riders of route concerns and of services at the trail heads and towns along the route.
- As you pass through a SAG stop inform the volunteers to break it down, as you should be the last riders to pass through. Inform the ride coordinator when a SAG stop closes.
- Check in at the information booth at approximately 5 p.m. and report status of riders.

**Openings:** two positions to be filled Clinton to Sedalia on Monday, 6-20; Sedalia to Boonville on Tuesday, 6-21; Boonville to Jefferson City on Wednesday, 6-22; and Marthasville to St. Charles on Friday, 6-24. Four positions (two shifts) to be filled Jefferson City to Marthasville on Thursday, 6-23.

**Hours:** 8 a.m. until the last rider arrives at camp at approximately 5 p.m., except from Marthasville to St. Charles on Friday, 6-24 when riders are instructed to arrive at camp by 1 p.m.

**Compensation:** free registration on day of service, ride t-shirt and ride water bottle.

## Job title: SAG Stops

### General Description:

- Support and Gear (SAG) volunteers are responsible for the maintenance of SAG stops (water coolers, table and chairs, bike supplies, first-aid kit, trash bags, bananas and sports drink mix). SAG supplies will be delivered to the SAG location just prior to the opening time.
- Make sure water jugs are filled with ice and water, and have them ready before the first riders are expected to arrive.
- Meet and greet riders as they pass through. Provide encouragement and assist riders with questions related to the route and services available at the trail heads and communities along the trail.
- Serve as a point of contact for the Ride Sweeps, Day Coordinator and ride staff.
- Break down SAGs when the ride sweeps release you. Wait for ride staff to pickup SAG supplies before departing.
- **Important: the first SAG stop of the day will run out of water and bananas the fastest. Make sure you know where you can refill water and get additional ice if necessary. Notify the day coordinator if you require additional supplies well before they run out.**

**Openings:** requires two positions for each SAG stop.

**Hours:** the typical SAG shift lasts two to six hours and will run between the hours of 6:30 a.m. and 5 p.m.

**Compensation:** ride t-shirt and ride water bottle.

