



Missouri State Parks

1-800-334-6946

www.mostateparks.com

2014 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 Clinton at 8 a.m. Sunday, June 15 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 riders' bicycles. Continue on to St. Charles 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 7:30 a.m.
- Double check campsites for left behind items and depart for the next campsite at approximately 8 a.m.
- Arrive at the next campsite at approximately 9 a.m., park truck in designated location, and assist in unloading luggage and information booth supplies from 9 a.m. to 11 a.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.
- 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 15 from 8 a.m. to 5 p.m.; and Monday, June 16 through Friday, June 20 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 Handler

General Description:

Pre-event:

- Meet in Clinton at 8 a.m. on Sunday, June 15 to load bicycles and equipment onto trucks for the advance shuttle riders.
- Meet in St. Charles at 2 p.m. on Sunday, June 15 to unload bicycles, equipment and luggage.

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 7:30 a.m. Load luggage in stacks working from front to back.
- Assist in breaking down and loading information booth equipment and supplies.
- At next campsite, unload luggage and information booth supplies from 9 a.m. to 11 a.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 for the various shifts at Clinton and St. Charles on 6/15, St. Charles and Hermann on 6/16, Hermann and Jefferson City on 6/17, Jefferson City and Boonville on 6/18, Boonville and Sedalia on 6/19, and Sedalia and Clinton on 6/20.

Hours: Sunday, June 15 from 8 a.m. to 5 p.m. and Monday, June 16 to Friday, June 20 from 5:30 a.m. to 11 a.m.

Compensation: 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 Clinton on Sunday, June 15 and four positions for return shuttle in Clinton on Friday, June 20.

Hours: Sunday, June 15 from 8 a.m. to 10 a.m. for the advance shuttle and Friday, June 20 from 10 a.m. to 2 p.m. for the return shuttle.

Compensation: ride t-shirt and ride water bottle.

Job title: Registration Booth Worker

General Description:

- Assist in setting up registration booth (canopy tent, tables, chairs, water jugs, soda, supplies, 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 15 in St. Charles and four positions Monday, June 16 in St. Charles.

Hours: Sunday, June 15 from 4 p.m. to 9 p.m. and Monday, June 16 from 6:00 a.m. to 8:00 a.m.

Compensation: breakfast on Monday morning, June 16, after all the riders are registered; ride t-shirt and ride water bottle.

Job title: Information Booth Worker

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.
- Distribute rider packets, rider numbers, 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 8 a.m. at each overnight stop. Hermann from 6-16 to 6-17, Jefferson City from 6-17 to 6-18, Boonville from 6-18 to 6-19, Sedalia from 6-19 to 6-20, Clinton from 9 a.m. to 1 p.m. on 6-20.

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

Job title: SAG Stop Worker

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 and Ride Staff. Contact information for the Ride Sweeps and Ride Staff will be included in the SAG supplies.
- 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 five hours and will run between the hours of 6:00 a.m. and 5 p.m.

Compensation: ride t-shirt and ride water bottle.

Deadline for volunteer registration is May 5. If you have not been contacted by Katy Ride staff by May 12 to discuss your assignments, please call the Katy Trail State Park office at (573) 449-7402.

For additional information or questions about the positions, please contact the parks below for the day you would like to volunteer:

- Sunday, June 15: Confluence Point State Park, ConfluenceStatePark@dnr.mo.gov, 636-899-1135
- Monday, June 16: Graham Cave State Park, GrahamCaveStatePark@dnr.mo.gov, 573-564-3476
- Tuesday, June 17, Rock Bridge Memorial State Park, RockBridgeMemorialStatePark@dnr.mo.gov, 573-449-7402
- Wednesday, June 18, Rock Bridge Memorial State Park, RockBridgeMemorialStatePark@dnr.mo.gov, 573-449-7402
- Thursday, June 19, Knob Noster State Park, KnobNosterStatePark@dnr.mo.gov, 660-563-2463
- Friday, June 21, Knob Noster State Park, KnobNosterStatePark@dnr.mo.gov, 660-563-2463