

## VOLUNTEER JOB DESCRIPTIONS

**Bike Management:** Handles organization, storage and shipment of bikes at Opening Ceremony and various start and finish locations along the route. Please note, this activity may involve heavy lifting. Volunteers choosing to work Bike Management throughout the weekend may experience periods of downtime between truck arrivals and are welcome to bring a book or other activity.

**Bike Rack Set-Up:** Handles the set-up and organization of bike racks at Opening Ceremony. Please note that this activity may involve heavy lifting.

**Car Pick Up and Decal Application:** Prepares the SAG (Support & Gear) vehicles for Ride Weekend which provide mechanical and medical support to Riders along the route. This activity involves picking up rental vehicles from our partner/vendor and driving them to Funtrail Vehicle Accessories where you will assist with mounting bike racks and loading supplies. Please note, this activity may involve heavy lifting and standing for long periods of time and requires that you provide drivers' license information to Pelotonia staff.

**Car Return:** This activity involves removing bike racks from the SAG (Support & Gear) vehicles, unloading supplies, and returning vehicles to our partner/vendor. Please note, this activity may involve heavy lifting and standing for long periods of time and requires that you provide drivers' license information to Pelotonia staff.

**Catering Assistance:** Assists with the setup of catering services at the Opening Ceremony. Please note, this activity may require heavy lifting and standing for long periods of time.

**Dorm Management:** Coordinates distribution of dorm room assignments and generally assists Riders who are staying in dorm rooms at Kenyon College.

**Entry Gates:** Manages the entry points to Opening Ceremony, staging areas at Start Venues, as well as Finish Line Celebrations. Please note, this activity may require long periods of standing.

**Expo Coordination:** Manages set-up of expo area prior to event, activities of expo vendors during Opening Ceremony, and clean up after festivities. This activity will require Volunteers to be on their feet and may require heavy lifting.

**First Aid:** Provides Riders, Volunteers, spectators and other participants with first aid assistance at venue sites and along the route. Please note, all volunteers in this role should have BLS training and/or a medical background.

**First Aid Support Vehicles:** Drives Pelotonia SAG (Support & Gear) vehicles along the route to troubleshoot and assist Riders as necessary. Please note, all volunteers in this role should be licensed physicians, paramedics, EMTs, athletic trainers, physician assistants, nurses and/or

have experience with mass coverage events and will be required to provide drivers' license information to Pelotonia staff. Also, please be aware that the activity requires an all-day commitment and may start before and extend beyond the listed beginning and ending times.

**Food and Beverage:** Assists with serving food and beverages to Riders and guests at various venue sites and makes sure all areas are clean and free of debris. Please note, this activity may involve heavy lifting and standing for long periods of time.

**General:** Performs a variety of tasks and supplements Volunteer teams as necessary. General Volunteers should be prepared to complete a wide variety of tasks, including but not limited to serving food and beverages to Riders and guests, maintaining clean venues, emptying trash receptacles, and restocking beverages, ice, etc. Please note, this activity may involve heavy lifting and standing for long periods of time.

**Info & Questions:** Responds to inquiries from Riders and guests at Opening Ceremony and the McPerson Commons start. Volunteers in these roles would be located at the Info & Questions tent at their respective venue.

**Kenyon Truck:** A pre-event activity that involves assisting in the setup of the Kenyon College venue. Please note, this activity may involve heavy lifting.

**Luggage Management:** Coordinates organization, storage, shipment and delivery of Riders' luggage. Please note, this activity may involve heavy lifting.

**Mechanical:** Provides mechanical assistance to Riders at various locations and/or along the route. Please note, all mechanical volunteers must be able to change a tire, pump a tire, and perform minor drive train adjustments. All mechanical volunteers must also bring their own tools including a floor pump, wrenches, tire levels, hex/allen wrenches, and screwdrivers.

**Merchandise Sales:** Manages the sales of Pelotonia merchandise at various locations. Please note this activity requires standing for long periods of time.

**Medal Distribution:** Manages giving out medals to all Riders after they cross the finish line, including assisting with the set-up, unpacking medals and maintaining a clean area.

**Overnight Bike/Luggage Management:** Handles organization & storage of bikes and luggage at Kenyon College for overnight Riders. Please note, this activity may involve heavy lifting.

**Overnight Rider Check-In:** Assists with checking Riders into dorm rooms at Kenyon College.

**Parking:** Manages parking lots and assists with direction of spectators arriving at venue sites. Please note, this activity may involve standing for long periods of time.

**Photography:** Takes high-quality photographs and shoots video during Ride Weekend at various locations, and uploads to Pelotonia's Flickr page within 4 days following Ride Weekend. Please note, this activity is specifically for experienced photographers who are able to provide their own camera and necessary equipment. High-quality cell phone photos are acceptable, from iPhone 10 or later, or a Samsung, LG or Google Pixel released after January 1, 2018.

**Recovery Zone:** Manual therapy professionals provide short (10-15min) massages and/or soft tissue treatment to Riders at designated finishes. Volunteers will also oversee Recovery Zone and assist Riders in stretching, using foam rollers and massage sticks, etc. Please note, this activity is only open to licensed massage therapists, physical therapists and chiropractors. Volunteers will need to provide their professional credentials prior to signing up for a shift. Volunteers will need to provide their own treatment tables and supplies for their shift.

**Rider Check-In:** Coordinates the Rider check-in process and credential distribution at various locations.

**Rider Gift Distribution:** Assists with distributing gifts to Riders at Opening Ceremony.

**Rider Gift Packing – Phase 1:** A pre-event activity that involves the assembly of a portion of the Rider and Volunteer gifts at Pelotonia's warehouse. Please note, this activity requires the ability to stand and walk for long periods of time.

**Rider Gift Packing – Phase 2:** A pre-event activity that involves unloading boxes from supply trucks and organization of supplies for the assembly of the Rider gift. Please note, this activity requires heavy lifting and standing for long periods of time.

**Rider Gift Packing – Phase 3:** A pre-event activity that involves the assembly of the Rider gift. Please note, this activity requires the ability to stand for long periods of time.

**Site Beautification & Tear Down:** Assists with tear down and clean up at the end of Opening Ceremony. Please note, this activity may involve heaving lifting.

**Staging:** Coordinates the organization of Riders at Start locations to ensure that every Rider starts safely and within their assigned time frame. Please note, this activity requires standing for long periods of time.

**Spectator Experience:** Ensures all spectators have a happy and fulfilling experience while waiting for their Rider by keeping the spectator experience area clean and well stocked with cold drinks and snacks and handing out drinks, snacks, cowbells, and sunscreen to spectators at finish line venues.

**Sustainability:** Assists with the setup of compost, recycling, and landfill receptacles and signage, and manages waste stations to ensure Riders and Spectators appropriately dispose of items.

**Volunteer Check-In:** Handles the check-in and dispatch process of Volunteers at various locations.

**Wine & Beer Tents:** Manages the proper checking of IDs and distribution of alcoholic beverages to participants at various locations. Please note, this activity requires volunteers to be at least 21 years old and standing for long periods of time.