

Ride The Rockies
Job Description
Information Tent

Date: June 9 – 15, 2012

Job Title: HQ site- Information Tent

Purpose: Ensuring the riders have the best experience possible by consistently giving them support through accurate timely information. Working as a team, members of the Information Tent and HQ site ensure effective execution of event by advocating for safety and enjoyment of the riders. The Information Tent working with the RTR Staff must execute the predetermined map/plan of the HQ site. Members of the Information Tent and HQ site create the environment / attitude of the ride.

Key Responsibilities:

- Consistent support for riders- you must be properly informed so that you are sharing accurate information consistently to all riders and support vehicles.
- Registration – manage late registrations and any unique cases on registration day
- Lost and found- collect, organize, secure
- Participate in a HQ site meeting daily 11 AM
- 911 calls/call into VM check the messages- relay important information to staff
- Be an extension of the community relations coordinator as much as possible
- Hospitals- be aware of location and riders that have been admitted
- Make tent available to volunteers and staff
- Update weather and daily nutrition tips on white board
- Supply water/soda for volunteers in coolers
- Make certain Riders- see you. You should be 1st contact in town-create a comfort level for riders
- Be a resource for riders and volunteers- field questions, complaints and concerns
- Facilitate jersey exchange
- Assist with any needs from Executive and VIP Liaison
- Update message board
- Work collaboratively with facility supervisors/janitors

Time Commitment: Volunteer representation from in the Information Tent from 10:00am to 6:00pm

Key Relationships: Community Relations Manager, Event Coordinator, banner truck, signs/ambassador, VIP liaison, medical liaison, baggage lead, facility supervisor.

Qualifications:

- Patience
- Good communication skills, both verbal and listening skills
- Familiarity with host towns
- Ability to be sincere

Required Gear & Equipment:

- Cell phone
- Master registration list/ Zip code list
- White boards
- Supplies- tape- scissors- poster board/ spare wristbands and luggage tags
- Two way radios

Ride The Rockies
Job Description
Banner Truck

Date: June 9 – 15, 2012

Job Title: Banner Truck

Purpose: Set up HQ site at the destination town.

Key Responsibilities:

- Pick up Lost and Found, the message board and the docking stations from the town we are leaving
- Drive to the next town (arriving by 9am, if not earlier)
- Set up the Information Tent
- Set up the Candy Shoppe Tent
- Set up the Auction Tent
- Set up any sponsor tents (i.e. Wells Fargo, etc.)
- Set up the docking stations
- Display Ride The Rockies banners as well as the banners for other sponsors.
- Run any errands at the request of employees
- At the end of the day come back and take it all down and reload the truck.
- While at the site remain available to the crew and cyclists.
- Help set up and work a shift at registration and help close down registration on day 1
- Closing day set up the finish line

Time Commitment: Four hours (3 for set up and 1 for take down)

Key Relationships: Community Relations Manager, Event Coordinator, Information Tent Lead, and other HQ volunteers.

Qualifications:

- Ability to drive a 24 foot truck
- Ability to lift heavy tables, tents and boxes.
- Ability to cheerfully take orders
- Ability to hang banners
- Ability to work the scissor lifts at the finish line.

Required Gear & Equipment:

- Tables
- Step ladder
- Zip ties (lots)
- Wire cutters (2 pair)
- Duct tape

- Clear packaging tape and 2 tape guns
- Gloves
- Bungee cords
- Tablecloths
- Chairs for the tents
- Tents and weights
- Dolly
- 2 Load bars for inside truck
- Plywood for shelf in truck
- Pylons
- Banners

Ride The Rockies
Job Description
Signs/Ambassadors

Date: June 9 – 15, 2012

Job Title: HQ Site Ambassadors and Signage Facilitators

Purpose: Work in conjunction with the Headquarters Staff as one of the lead parties to arrive at the facilities; become familiar with the sites (main site, music and food venue sites and all other areas being used by RTR) by walking the areas and getting acquainted with the local organization; put up directional signage in and out doors to facilitate cyclist movement and then spend the day as roving ambassadors answering questions and helping wherever needed.

Key Responsibilities:

- Transport all signs and equipment necessary to place signs at each venue used by RTR
- Be one of the first parties to arrive at the sites
- Become very familiar with all of the sites to include food and entertainment venues
- Work in coordination with headquarters volunteers and the local townspeople directing cyclists and their support personnel to various places
- Put up directional signs that will guide cyclists as they arrive
- Display the ambassador buttons and meet, greet and help all cyclists
- After signs are in place roam the area and assist cyclists
- Be in radio communication with headquarters to resolve issues, add signs, etc. based on happenings throughout the day
- Remove all signs at end of day and transport to the next site
- Help headquarter volunteers and employees to extent needed
- Help take down tents, tables, etc at the headquarters site at end of day

Time Commitment: 8-10 hours (with breaks and down time)

Key Relationships: Community Relations Manager, Event Coordinator, and Community Coordinator.

Qualifications:

- Good public relations skills
- Good communications skills
- Ability to assess and readily respond to various cyclist issues
- Ability to quickly assess the layout and put up directional signs to facilitate ease of movement for cyclists comfort-helps to know left from right
- High energy

Required Gear & Equipment:

- Vehicle to transport large inventory of signs
- Tools and supplies to place signs inside and out
- Tools to make additional signs as needed specific to a venue
- Signs

Ride The Rockies
Job Description
DPC Silent Auction

Date: June 9 – 15, 2012

Job Title: HQ Site- DPC Silent Auction

Purpose: Promote Denver Post Charities to Ride the Rockies participants and Silent Auction booth visitors to create awareness and raise funds. Assist with set up and break down, answering questions about auction items and bid process. Coordinate bid closeouts, winner notifications and distributing items to bid winners.

Key Responsibilities:

- Under direction of the Silent Auction Team Lead, organize display of bid items
- Ensure security of bid items during open bidding
- Interact with visitors to the Denver Post Charities Silent Auction booth, answering questions and encouraging bidding
- Raise awareness of the community support aspect of Ride the Rockies

Time Commitment: 8-10 hours daily

Key Relationships: Team Lead, Community Relations Manager, Tour Intern, Banner Truck, Info Tent.

Qualifications:

- Ability to solve problems independently
- Great people skills. Friendly, outgoing able to get along with all personality types
- Belief in the Denver Post Charities Mission and articulate the vision
- Some sales experience or ability to share the value of the items and the contribution to the charity
- Physically able to lift up to 60 lbs for setting up and tearing down booth each day
- Highly detail oriented

Required Gear & Equipment:

- Tent, with post weights for holding down tent in bad weather
- Chairs
- Clip board for each bid item
- Box of plastic clear sleeves
- Pens
- Waterproof packing tape
- String/close line
- Large zip ties
- Scissors, utility knife
- Sharpie marker

- Clear plastic sleeves for item descriptions
- Large box or tote for packing up small items for transporting
- Bike rack for transporting donated bikes/bike frames
- Large vehicle if responsible for transporting items between locations

Ride The Rockies
Job Description
DPC Candy Store

Date: June 9 – 15, 2012

Job Title: DPC Candy Store Coordinator

Purpose: To provide sweet and salty snacks to riders, at a reasonable cost, and at the same time, cover the candy expense and raise money for Denver Post Charities.

Key Responsibilities:

- Make initial purchase of candy for beginning of RTR week, based on information provided by RTR staff about candy sales from the previous year
- Create and manage a system for tracking candy sales, purchasing additional candy as needed, and reporting sales to RTR
- Stock candy each morning and replenish during the day as necessary
- Pack candy and other store supplies each evening prior to closing candy store for the night; unpack and set up again the next morning in the next community
- Do final report at the end of the week, submit to RTR with final sales results
- Provide any recommendations for operating the candy store in succeeding years, based on current year experience

Time Commitment: 6-8 hours daily.

Key Relationships: Community Relations Manager, Event Coordinator, and Banner Truck.

Qualifications:

- Ability to provide excellent customer service to RTR riders
- Good organizational skills
- Physical ability to set up and tear down Candy Store daily
- Willingness and ability to maintain inventory and financial records

Required Gear & Equipment:

- Tent, tables and chairs
- Candy
- Candy containers
- Signage
- Cash box and change
- Plastic serving gloves
- Plastic bags

Ride the Rockies
Job Description
Executive and VIP Liaison

Date: June 9 – 15, 2012

Job Title: Executive and VIP Liaison

Purpose: Act as a liaison to Denver Post Executives and Tour VIP's by providing exceptional customer service and personal assistance.

Key Responsibilities:

- Communicate with all Executives and VIP's on a daily basis
- Provide transportation when needed
- Provide luggage transport if requested
- Coordinate reservations (restaurant, massage, spa, etc)
- Reports to Tour staff on an as need basis

Time Commitment: Seven days during the tour with busy hours being 5am to 10am and 2pm to 6:30pm each day. On call 24 hours a day.

Key Relationships: works closely with employees, Information Tent volunteers, and Technical Coordinator.

Qualifications:

- Knowledge of RTR
- Exceptional customer service skills
- Ability to troubleshoot and solve problems
- Strong interpersonal and organizational skills
- Ability to work amongst a team
- Ability to lift 70+ pounds

Ride the Rockies
Job Description
Medical Liaison

Date: June 9 – 15, 2012

Job Title: Medical Liaison

Purpose: to provide excellent customer service to ill or injured riders and their family members, riding partners, etc., with whatever logistical support they require.

Key Responsibilities:

- Be available on an “on-call” basis for the entire tour, both by cell phone and two-way radio
- Check in each morning with Chandler Smith, Tour Director, about current status of ill or injured riders.
- When notified about an ill or injured rider, proceed to local hospital emergency room or clinic to provide whatever support is necessary.
- Support may include:
 - In the case of injury, if rider is sent by ambulance to the ER, identify yourself to the ER admitting clerk as a representative of RTR and ask that they let the rider/family/friend know you are there to provide support
 - Ensure that rider’s bike and baggage are accounted for and properly handled (i.e., getting bike to next town, or ensuring it is delivered to end point)
 - Taking an ill rider to the ER for diagnosis and treatment (unless they are too ill to ride in your vehicle) and then back to wherever they are staying, or on to the next town
 - Taking a rider to the local pharmacy to get prescriptions filled
 - Transporting an ill or slightly injured rider to the next town, if he/she cannot finish the day’s ride
 - Assisting with travel arrangements back to Denver for those riders who cannot continue the ride
- Stay in town each morning until all riders and support vehicles have left, usually until about 9 AM, then drive on to next community.
- Make sure, before leaving one town for the next, that all medical situations are resolved in some way
- HQ site will be your headquarters during slow times
- Check the RTR emergency number voice mailbox twice daily (Denver Post will provide #)
- May be required to notify rider’s emergency contact(s), depending on the situation.
- Always ensure that you have the rider’s name and rider number
- Assist with whatever follow up is needed for each ill or injured rider
- Fill out medical liaison form for each rider

Time Commitment: Seven days during the tour and on call 24 hours a day.

Key Relationships: Tour Director, Medical staff, listed below, will be your main resources and co-workers, and Community Relations Manager

- Vicky Cassabaum, St. Anthony's Nurse
- Roger Ames, Stadium Medical (ambulances)
- John Nichols, Tour Doctor
- Garet Hickman, Radio Medical Support

Qualifications:

- Patience
- Exceptional customer service skills
- Ability to troubleshoot and solve problems
- Strong interpersonal and organizational skills
- Ability to work amongst a team

Ride The Rockies
Job Description
Green Team Crew

Date: June 9 - 15, 2012

Job Title: Ride the Rockies Green Team

Purpose: Provide support to ZeroHero for all zero-waste goals

Key Responsibilities:

- Educate riders and community volunteers in zero-waste practices
- Coordinate work of site volunteer teams
- Assist ZeroHero in setting up 'waste recovery stations' at headquarter and entertainment sites
- Assist in break down and clean up of headquarter and entertainment sites after riders have left

Time Commitment: 8 hours per day

- **5:30 AM** - Report to breakfast site to receive community volunteers for training. Oversee community volunteers to ensure waste stations are staffed by educators and waste stations are not overflowing. Help tear down and clean up the site after riders have left – usually around 9:30 AM. Then drive to next site.
- **11:30 AM** or as soon as possible - Check in at the next headquarter site to assist ZeroHero advance team (which left early to drive ahead to the new site) in last minute set-up duties. This should take about 2 hours.
- Take a break after set up, then return to help during busy **late afternoon**, maybe 4-6, leaving in time for the RTR staff meetings.
- **Evening Optional:** monitor stations for overflow while listening to music and drinking beer at entertainment sites.

Key Relationships: ZeroHero staff:

Lucas Erickson, Director of Zero-Waste Operations
Bryan Birch, Site Manager
Jay Koehler, Site Manager
Jeffrey Swagger, Site Manager

Qualifications:

- Knowledge of recycling principles in Colorado
- Knowledge of composting principles
- Ability to lift up to 80 lbs.
- Ability to set up and take down simple backpacking style tents
- Ability to effectively manage a group of up to 10 volunteers
- Flexibility in adapting to changing circumstances at each site

Required Gear & Equipment:

- Vehicle or arranged transportation between headquarter sites
- Closed toed shoes
- Sun protection; hat, sunglasses, sunscreen
- Clothing for weather surprises

Ride The Rockies
Job Description
A.M. Signs

Date: June 9 – 15, 2012

Job Title: A.M. Signs

Purpose: To ensure that each days route is adequately marked/signed so cyclists may safely and successfully navigate from one town to the next.

Key Responsibilities:

- Knowledge and familiarity with route and current year cue sheets
- Knowledge of other volunteer jobs and responsibilities so that you can coordinate with them and solve problems that may occur
- Place signage according in a timely manner according to directive on tour cue sheets
- If applicable, help other volunteer staff to install cattle guard crossings
- If necessary, assist with aid station set up
- Communicate with P.M. Signs to ensure all signs are gathered in a timely manner and that none are left out on the route
- Advise Tour Director of all route situations that demand immediate attention or of changes made so that the days route can be successfully completed
- At days end, coordinates with P.M. Signs and Agent Orange to Stage the next days signs and ensure that equipment is ready to go for the next morning

Time Commitment: Will change from day to day. Signs must be in place far enough in advance to stay ahead of the riders. This will usually involve 8 to 10 hour days at the beginning of the tour and level off to 6 hour days with the last day usually lasting 10 hours or more. For efficiency, many days require AM signs to post signage the day/night before the actual ride in order to stay ahead of the riders.

Key Relationships: Tour Director, PM Signs, and Agent Orange

Qualifications:

- Valid driver license
- Confidence to drive in the mountains and share the road with bicyclists
- Ability to read and understand a map
- Ability to problem solve and accept responsibility for actions taken
- Must be able to lift and carry 30 - 50 pounds

Required Gear & Equipment:

- Duct tape
- Clear tape
- Zip ties
- Pliers to cut ties
- Signs
- Sign boards
- Extra stick-on sign blanks (arrows, diagonals, single file, stay far right, hazard, etc.)
- Traffic safety vests and flags
- Markers
- Spray chalk
- Magnetic revolving warning light
- Flash lights,
- Plastic tubs to stage signs
- Brooms
- Shovels
- Bike rack
- Bungee cords
- Communications tour radio
- First aid kit
- Photos of aid station locations for each day

***Note: AM Signs job is one that requires a special understanding of the Tour itself, and of the volunteers. For the most part, you are alone. You are ahead of the Tour, and have little or no contact with other volunteers during the day or with the Tour Director. Many days you are posting signs 50-60 miles ahead of the current tour. The only contact with other volunteers is the evening meeting, and even then sometimes that meeting is missed or there is delayed attendance due to the job. (Consequently, this is a good job for couples.)

Ride The Rockies
Job Description
PM Signs

Date: June 9 – 15, 2012

Job Title: PM Signs

Purpose: Assist AM Signs with route marking preparation and remove all route marking materials and overnight location signage, restoring route to pre-marked condition.

Key Responsibilities:

- Saturday Before Ride – work with AM Signs to organize sign materials and rack signs for first two days;
- Saturday Before Ride - after sign work is completed, assist with registration;
- Start by NLT noon on each ride day at overnight camp site, remove all residual signage around overnight camp site and check for lost/found items (start earlier on high mileage days, but make sure riders have left overnight camp site before starting to remove signs – if riders are still lingering, politely give them notice to get going, however, if they have missed the luggage trucks, they are responsible for their own luggage transportation as there is not room in the sign vehicle);
- Remove all signage place by RTR on the route including large roll-up signs placed to right and left of cross roads as needed;
- Return large roll-up signs to paint crew every night (usually place in back of their truck identified by assigned number);
- Provide support to riders at rear of tour and/or notify sweep SAG of any rider's needing help at the rear of tour;
- Coordinate with sweep SAG to confirm last rider's location;
- DO NOT REMOVE ANY SIGNS AHEAD OF RIDERS (this may require signs be removed later a night – do not leave up overnight as they may be otherwise disposed of at RTR expense);
- While waiting on riders later in the afternoon, sort signs and commence racking for the next route day that has not been racked;
- Attend nightly meetings (occasionally, this will not be possible due to job duties, in which case, coordinate with AM Signs for any necessary information);
- Coordinate with and assist AM signs throughout week to ensure that all signage is correctly racked and picked-up (frequently after nightly meeting);
- Keep vehicle clean, especially windows (last RTR team to leave overnight, leave a good impression); and
- Perform other tasks as needed and assigned.

Time Commitment: Approximately 8 hours per day on average; some days are longer but rarely shorter.

Key Relationships: AM Signs; Road Paint Crew; SAGS (especially daily sweep SAG)

Qualifications:

- Valid driver's license and ability/confidence to drive in mountain areas;
- Good eyesight and ability to spot signage at a distance to allow for safe stopping to remove signs;
- Physical ability to get out/in the sign vehicle often more than 100 times a day as well as walk or jog distances of ~ ½ mile to remove signage posted on bike paths;
- Ability to properly use tour radio; and
- Common sense to resolve problems for/with the sign team, especially when an emergency route change is required (such as fire / flood / road work or other changes that happen during the tour, but were not known at time of final route determination).

Required Gear & Equipment:

- cue sheets identifying sign locations
- cell phone to coordinate with AM Signs and other staff members as needed; note pad to record issues/rider numbers and data/suggestions/etc.
- colored markers (optional) to use to annotate route data
- pen/pencil and clipboard
- safety equipment (vest with reflective tape and flag)
- small tools, especially side cutter and pocket knife to remove signs (note: PM sign bin has most of the required equipment)
- empty bins for removed signs
- small orange cooler for water (marked PM signs already)
- sunscreen, mosquito repellent, small first aid kit, leather gloves, paper towels, window cleaner, and hand cream (hands dry, get frequent small cuts and broken fingernails doing this job).

Ride The Rockies
Job Description
Agent Orange

Date: June 9 – 15, 2012

Job Title: Agent Orange

Purpose: Work with a team of 2-3 volunteers to ensure that the roads traveled by cyclists are safe and adequately marked.

Key Responsibilities:

- Locate and sweep and/or blow debris off the shoulder of the road, this includes but is not limited to-
 - Road Kill
 - Sand/gravel
 - Glass
 - Other debris that will impede the movement of a cyclist or damage bicycle tires
- Paint hazards with ORANGE CHALK using a vertical paint sprayer
- Assist “AM Signs” with the marking of the shoulder to direct cyclist
- Install “Bicycle on Shoulder” or other Diamond Signs to alert motor vehicles
- Assist “PM Signs” with removal and inventory of signs
- Provide Cyclist with needed inspiration writing messages in CHALK
- If requested, provide “Sag Support” during inclement weather or in other emergency situations
- If necessary, assist in setting up Aid Station 1
- If needed, assist in installation of “Cattle Guard Bridges”
- Inform Tour Director and/or Technical Coordinator of any conditions or obstacles on the route that would impede the safe travel of cyclists

Time Commitment: At least 8 hours per day depending on the length of the ride for the day. Very early departure time (04:00): some time spent in the evening on next day route (usually 2 hours to get a head of early risers).

Key Relationships: AM and PM Sign crews, Baggage Crew, Marshalls, Aid Stations Attendants, Tour Director and their associates, Sag Drivers, Meat Wagon Drivers, Radio Support Group, ie: everyone.

Qualifications:

- Comfortable with mountain driving (narrow shoulders)
- Time management
- Ability to work as a member of a team
- Early riser
- Lifting, pulling, carrying, and pushing over 40 lbs
- Ability to operate a two way radio

- Ability to operate walkie talkies
- Ability to operate hand and power tools
 - Hammers
 - Pliers
 - Side cutters (wire cutters)
 - Screw drivers
 - Gas powered leaf blower
 - Paint sprayers (vertical)
 - Brooms and shovels, etc.

Required Gear & Equipment:

- Push brooms
- Shovels
- Paint sprayer
- Cold weather gear
- Rain gear
- Sun screen
- Old shoes (you will get them ruined with CHALK)
- Leaf blower
- Two way radio
- 2 walkie talkies
- 2-3 clipboards with highlighters to mark cue sheet
- Trash bags
- Insect repellent
- Cans of orange CHALK
- Hand tools
- Work gloves
- Eye protection

Ride The Rockies
Job Description
Aid Truck

Date: June 9 -15, 2012

Job Title: Aid Truck

Purpose: Drive a 24 foot box truck all over the place and into shoe boxes and closets. Truck is actually 34 feet long including cab.

Key Responsibilities:

A.M. Aid Truck Daily responsibilities

- Leave Hotel between 4:30 a.m. and 5:00 a.m. so as to arrive at 1st Aid station in a timely fashion
- Help Aid station staff setup Aid station using materials off of truck
- Location in Aid station area should be chosen based on 3 criteria:
 - Ingress of riders
 - Egress of riders
 - Water source
- Set up Aid station with the following
 - Table and 2 chairs
 - Aid station tub (See list of Fixings)
 - 2 cases Gatorade (various flavors)
 - 8 -10 gallon coolers (preferred size)
 - Banner stanchions and Banners
 - Hoses as necessary
 - Cones to accommodate
 - Map of route for the days ride
 - 2 -5 gallon buckets
 - Pretzels or cookies
- Continue on thru however many Aid stations are needed for the day. Try to arrive promptly to all Aid stations
- After completing Aid station setup, move on to host community and utilize truck as a “final” Aid station using the lift gate and remaining coolers. Preferred location is between Baggage and Bike security
- A water source is needed, can normally get from school. This action keeps riders from entering school in their cleats as the first thing they look for upon completing the days ride is water
- Help out at host community as needed.

P.M. Aid Truck daily responsibilities:

- Leave around 10:00 a.m. (or earlier if all riders have departed)
- Proceed to 1st Aid station while assessing amount of riders out on road before Aid station 1. If rider quantity is low then move into Aid station and begin dismantling Aid station with help from Aid station staff. In some cases you will be required to wait at a safe location (for you and Riders) until Aid station is clear

enough to allow for safe Ingress. Utilize the truck as the Aid station for remaining riders allowing Aid staff to be released

- Try to insure coolers are full as they are placed back into truck. (This helps save time later on)
- Load all items dropped by A.M. Aid truck plus remaining Fruit
- Repeat until last Aid station. (p.s. Have Aid station staff help you load truck before releasing them and becoming the Aid station.)

A.M. and P.M. Aid trucks at end of day:

- Meet at end of day to prep trucks for next day. Water supply from hotel is optimum.

Ride The Rockies
Job Description
Fruit Truck

Date: June 9 – 15, 2012

Job Title: Fruit Truck Driver

Purpose: Pickup and deliver fresh fruit to the Aid Stations which is given to the bikers as they stop along the route.

Key Responsibilities:

- Become familiar with 24ft. truck, refrigerator unit, radio.
- Supervise and help with the loading of fruit on the truck at designated pickup locations.
- Study and know the location of aid stations and route each day.
- Leave before cyclists each morning to arrive at the first aid stations prior to cyclists.
- Unload preplanned fruit deliveries at each aide station.
- Secure load prior to leaving for each station.
- Help aid stations prepare the sites for the distribution of the fruit.
- Help all other volunteer activities as needed

Time Commitment: 5 to 8 hours each day

Key Relationships:

- Work in conjunction with setup truck, help with the unloading of tables, water jugs, etc. when necessary.
- Aid Stations, help as needed
- Zero-Hero recycling crew, help as needed
- Headquarters, help as needed

Qualifications:

- Skill necessary to drive and maneuver 24' truck.
- Basic knowledge of how the refrigerator unit works on the truck.
- Able to lift cases of fruit, stack/unstack and handle a dolly, operate the truck lift gate.
- Helpful, cheerful attitude

Required Gear & Equipment:

- Back support
- Dolly
- Tie bars and securing ropes
- Pocket knife & box cutter

Ride The Rockies
Job Description
Aid Station

Date: June 9 – 15, 2012

Job Title: Aid Station

Purpose: Working within the unique physical characteristics of each designated aid station location provide a safe, friendly place where riders can rest, socialize, hydrate, eat, obtain information and prepare for the next leg of the day's ride while minimizing the impact upon that location.

Key Responsibilities

- Help set up aid station- including establishing an access point for the water truck, arranging tables to efficiently stage and dispense water, Gatorade and snacks, and strategic placement of waste management tents in an environment capable of sustaining 1,200+ cyclists at a time
- Access and set up a traffic flow in to the aid station
- Help set up the vendors for maximum cycle flow and good access
- Set up a location for SAG drivers to pick up and drop off cyclists
- Assemble, manage and break down three-stream waste management tents
- Administer basic first aid if necessary
- Keep road clear of cyclists
- Manage congestion by encouraging riders to move on to the next aid station or host community.
- Monitor/replenish/combine coolers with water and properly mixed Gatorade; cut and stock fruit; portion snacks and fruit to last/be available to *all* participants throughout the day; communicate shortages and needs.
- Keep area clean; break down boxes and empty trash/replace liners; use boxes to prevent mud under coolers; stock port-a-potties and wash stations.
- "Host" the aid station; knowledgeably answer queries regarding mileage and the route, local flavor, what is available/where in the aid station; gather/centralize information on who needs medical attention, sagging, repairs or any services; facilitate and communicate those needs to staff and other volunteers.
- Protect public and private property; know, create awareness of and enforce limitations and restrictions.
- Deconstruct/take down the aid station with the aid truck driver and other volunteers; wash/clean tables and equipment; stow supplies in bins; gather waste to a central location for pick-up; see that all possible traces of our being there are removed.
- Take care of yourself; hydrate; eat; stay warm/cool; sunscreen; pace yourself.

Time Commitment: Generally 4 to 6 hours each day

Key Relationships: Aid Trucks, Water Trucks, Fruit Truck, ZeroHero, Route Vendors, Ride Medics, SAG's, Technical Coordinator, and Tour Director.

Qualifications:

- Must be able to work effectively with a team of volunteers
- Must be able to assist with the special needs of hand cyclists
- Must be outgoing and friendly with the cyclists
- Must be able to work on your feet for at least 6 hours
- Proficient in operating a two way radio
- Able to administer basic first aid to cyclists
- Must be able to assembly and break down a pop-up three-stream waste management tent
- Able to help with bicycle traffic control at road side
- Comfortable in facilitating and managing vendor relationships
- Must be able to lift 30 lbs. and move boxes of fruit and 10 gallon coolers, etc.
- Comfortable handling knives to cut fruit
- Able to problem solve and think on feet
- Flexible, patient and tolerant

Required Gear & Equipment:

- Water - either by water truck/trailer or on site water source
- Water coolers
- Tables
- Stir wand
- Gatorade mix
- Fruit and other snacks
- Serving utensils
- Cutting boards
- Knives
- Scissors
- Paper towels, scrub pads, dish soap, wet wipes
- Packing tape and duct tape
- Magic markers and white boards
- Trash liners
- Three-stream waste management tents
- Sunscreen and insect repellent
- TP and hand towels
- Chairs
- Leveling blocks, pylons, and rope
- Shovel (not spade) to move mud/dirt around tables/coolers
- Medical Aid Tub
- Bullhorn
- Safety Vests
- Service Gloves
- Port-a-lets
- Hand Sanitizers

Ride The Rockies
Job Description
Water Truck

Date: June 9 – 15, 2012

Job Title: Water Truck

Purpose: Water truck staff members are responsible for acquiring and distributing potable (drinking) water to Aid Stations or other sites as directed by the tour director.

Key Responsibilities:

- Drives pickup truck (water tank in bed) and water tank trailer
- Acquires water at designated high-volume locations
- Drops trailer for use by others. Prepares and sets up equipment so that it is ready for use. Instructs others in its use when needed
- Sets up and operates truck-bed water tank and related equipment at Aid Stations. Assists Aid Station volunteer staff as required
- Troubleshoots and corrects problems associated with water delivery

Time Commitment: This position generally requires a long time commitment on a daily basis – typically more hours than many other volunteer staff positions. Time commitment will directly correspond with the length (mileage) of the day's route. Days with shorter mileage or the availability of an on-site water source will generally result in shorter time commitment. Early departures (before sunrise) are generally the norm. On days where a trailer is dropped at an Aid Station, it must be retrieved once the truck's water or trailer water tank are no longer required. Accessibility (physical room to maneuver and hook up the trailer hitch) may not allow for timely and efficient departures at day's end. Among the last of tasks at day's end is refilling the tanks and dropping a trailer at a HQ site for use as a supplementary water source.

Key Relationships: Second water truck driver, aid truck drivers (AM and PM), aid station staff.

Qualifications:

- Driver's license, willing to drive a heavily-loaded pickup truck with trailer, engaging and disengaging same. Route-finding skills sufficient to allow for independent travel as required to locate filling locations, etc.
- Some technical ability for initial fitting up of piping and setting up equipment (or technical assistance as may be available).
- Physical strength and balance sufficient to haul a pressurized, water-filled, canvas fire hose while climbing into the truck bed or trailer to a height sufficient to fill the tanks. Similarly, physical ability to hold, restrain, and control a high-volume fire hose as the tanks are filled.
- Ability to adapt and work cooperatively with other staff volunteers under changing circumstances. Patience to deal with delays and/or unplanned circumstances.

Required Gear & Equipment:

- Truck, trailer, pipe and fittings, teflon tape, gasoline-powered 120 VAC generator, fire extinguisher, pumps, DC-AC electrical inverter, electrical line cords, high volume fire hose and fittings, fire hydrant adapter fitting and tools, “garden” hoses, hydraulic bottle jack, wood planks (to elevate truck / hitch), wheel chocks, fuel can, bleach and measuring spoons / cups, bungee cords, ratcheting straps, tire iron to fit trailer wheels.
- Hand tools for fitting pipe, small hammer
- Cash, in the form of quarters for use at automated fill stations (prearrange with Tour Director).

Ride The Rockies
Job Description
Road Marshal

Date: June 9 – 15, 2012

Job Title: Road Marshal

Purpose: To alert cyclists to hazards, upcoming turns and conditions that they need to navigate to continue safely on the designated route.

Key Responsibilities:

- Position yourself so that you are clearly visible to riders from a sufficient distance for them to know they will be receiving directions
- Using a clear and loud voice, direct and/or instruct riders on how to best avoid hazards
- Wear a safety vest and use a traffic control flag to increase visibility to both riders and motor vehicles
- Hazards and/or turns should be clearly marked by highway paint and/or traffic cones
- Be informed about your appointed marshal location
- Understand the perceived hazards at designated marshal location
- Decide on the best method for you (and the other assigned marshal, police officer, if applicable) to reduce the hazard, without becoming a hazard yourself.
- Encourage and be supportive to the cyclists in their difficult endeavor
- Be friendly, courteous, and helpful to making their ride a joyful one
- Use the megaphone if necessary without startling the cyclist or screaming into their ear
- Use the marking board to support your message, if needed (Make your message SIMPLE, LARGE enough to be seen and read from a distance without being a distraction to the cyclist, whose focus will be split in attempting to understand your message)
- Use your flag to indicate slow, stop, or direction of travel for bicyclists only (Beware of your unintentional signals to motorist, cyclists and pedestrians when the flag is in your possession, including possible physical interference with cyclists)
- Be prepared to assist, administer, or call for medical help and help with safety in the event of an accident or mishap (have your contact guide and radio available)
- Be prepared for a multitude of weather conditions including extreme heat or cold, especially in the city, along the open road, and on the passes
- Use sun screen, drink plenty of water and stay safe from bicycle and motor vehicle traffic.
- Remember that you are NOT a policeman, but rather a guide to help maintain the safety of the cyclist off the road. If a policeman is needed, contact a RTR supervisor
- If you need to be relieved, use your radio or flag down a RTR vehicle

- Do not leave your position unattended unless you have received confirmation from a RTR supervisor or have been replaced by a trained individual
- At the end of your shift and towards the end of the cyclist passing your location, get confirmation from a RTR supervisor to leave your position Use your flag to indicate slow, stop, or direction of travel for bicyclists only (Beware of your unintentional signals to motorist, cyclists and pedestrians when the flag is in your possession, including possible physical interference with cyclists)

Time Commitment: Generally four to six hours per day.

Key Relationships: Tour Director, technical coordinator, law enforcement, SAG drivers, and aid station personnel.

Qualifications:

- Must be able to stand for 4 to 6 hours
- Must have a loud and clear voice to instruct cyclists
- Must be comfortable in high traffic conditions
- If driving, must be comfortable driving past large groups of cyclists
- Must be flexible to changing needs and conditions and be willing to be reassigned as necessary
- Pleasant to cyclists and assertive when necessary for effective control of potentially hazardous situations

Required Gear & Equipment:

- Two way radio
- Cell phone
- A first aid kit
- Safety vest and flag
- Full rain gear, cold weather clothing, gloves, etc
- Food and water for personal needs
- Clothing clearly identifying yourself as RTR staff volunteers
- Megaphone
- Dry eraser board
- Sunscreen
- Smile and a positive attitude

Ride The Rockies
Job Description
SAG

Date: June 9 – 15, 2012

Job Title: SAG driver

Purpose: Provide on-route support to cyclists.

Key Responsibilities:

- Drive the route to watch for cyclists needing assistance
- Transport sick or injured cyclists or those needing mechanical repair
- Lend assistance as needed to aid stations, road marshals, water transport, equipment trucks, riding medics, RTR radio/medical support, law enforcement
- Monitor route for debris and hazards
- Help with traffic control at accident scenes or high-traffic intersections
- Support ascents and descents per instructions from the Technical Coordinator
- Be an exemplar of safe driving practices on the route and facilitate the flow of both cyclists and vehicular traffic

Time Commitment: Long days, from when the first riders are on the route until the last ones get off the route.

Key Relationships: Tour Director, technical coordinator, aid station volunteers, radio/medical support, aid truck drivers, fruit truck driver, water truck drivers, road marshals, riding medics

Qualifications:

- Ability to drive with extreme caution and alertness on roads thick with cyclists
- Ability to exert yourself physically at high altitudes
- Sufficient strength to lift bikes and mount them on racks above vans
- Cheerful disposition to serve as goodwill ambassadors to cyclists and the general public
- Willingness to work closely and collaboratively with other RTR staffers and volunteers
- Ability to stay calm in what can sometimes be a stressful environment

Required Gear & Equipment:

- AED's
- Medical packs
- Bike racks
- Two way radio
- Spray chalk

Ride The Rockies
Job Description
Meat Wagon

Date: June 9 – 15, 2012

Job Title: Meat Wagon Driver

Purpose: Use a 15 passenger van to move large numbers of riders and their bikes long distances.

Key Responsibilities:

- Leave daily start site after the last luggage truck has left
- Receive instructions from Worm
- Load bikes and people as need for delivery to designated places
- Unload bikes and riders
- Get next assignment and keep doing that until relieved

Time Commitment: (i.e. time necessary per day to complete your job) Generally, leave start town at about 9 AM and continue until there are no more assignments, typically mid-afternoon. If interested, this schedule gives you a chance to help with luggage in the morning – a great way to meet many riders.

Key Relationships: (i.e. other volunteer positions that have a direct impact on your position)

- Tour Director
- Community Relations Manager
- Technical Coordinator
- SAG drivers
- Medical SAGS
- Aid station volunteers

Qualifications:

- (i.e. skills, strengths, physical abilities, etc.)
- Enjoy the company and show riders a good time
- Be conscientious, responsive and responsible
- Use the radio system
- Ability to climb on top of van frequently (with ladder)
- Haul bikes up top (with help from below)
- Rack them up without a lot of room (might be 15 on top!)
- Don't fall off
- Drive van through sometimes heavy bike traffic

Required Gear & Equipment: (i.e. what do you need to successfully complete your job)

- Some basic supplies (cleaning & cleanup, drinks, snacks, etc)
- First aid supplies (provided)
- Work gloves
- Lava soap for later!

Ride The Rockies
Job Description
Radio Support

Date: June 9 – 15, 2012

Job Title: Radio Support

Purpose: Support the daily route in multiple areas including safety related issues, SAG support, marshal relief, medical support, interface with public safety agencies, etc

Key Responsibilities:

- Patrol of route to assist with logistical issues as they arise
- Interface and assist with SAG Support
- Assist at incidents on the route requiring EMS logistics
- Ability to utilize riding medics and by standers to safely immobilize injured riders who require ambulance transport after a fall
- Ability to effectively decrease the congestion at emergency incidents requiring EMS response
- Patrol of descents on days where SAG vehicles are bunched up on the ascents
- Relief marshalling at locations where stationed marshals needs a break
- Interface with EMS and assist with their logistical needs (both for coverage and logistics related to medical transports)
- Assist with the set up and break down of aid stations as needed
- Coordinate with other radio support team members to ensure adequate coverage of our team members on the route based on volume and disbursement of registered cyclists
- Identification and mitigation of hazards on route that pop up or are missed by others
- Provide medical and SAG support during end of route sweep operations

Time Commitment: 8 – 10 hours

Key Relationships: Tour Director, Technical Coordinator, SAG Drivers, Road Marshalls, Aid Stations, Ambulance crews, State Patrol

Qualifications:

- Emergency Medical Service Background
- Driver's Licenses required
- Competent in assisting in emergency response and public control
- Ability to work independently without much direction
- Knowledge and proficiency in dealing with medical emergencies

Required Gear & Equipment:

- Vehicle
- Radio (mobile & portable)

- First aid supplies
- Vest & flag
- Immobilization equipment (back board , c-collars, tape & spider straps)
- Bike racks
- Road chalking supplies