

## Volunteer Role Descriptions

### Most Critical Roles:

#### SAG (Support and Gear)

Respond to calls and directions from Operations Central to aid cyclists who need road assistance.

Pick up cyclists and their bicycles for transport to nearest rest stop or available bike mechanic. Some SAG drivers will be accompanied by mobile Ham radio volunteers. Volunteers for this position need a van, pick-up truck, SUV or other vehicle that can transport cyclist and bicycle.

#### Shifts available between

**6:00 am and 5:00 pm**

**# Volunteers (vehicles) needed: 25**

#### Bicycle Mechanic

Assist cyclists on-site or at rest stops, making sure their bikes are in good working order. Fix flat tires and make minor adjustments as necessary.

**Shifts available from 6:00 am - 4:00 pm**

**# Volunteers needed: 10**

#### Route Monitors

Volunteers stand guard at points along *the* route to enforce stop signs (Yountville) and reinforce important route turns (Yountville, Rutherford Cross Road, Dunaweal Lane, Oak Knoll Avenue).

**Shifts available between**

**6:45 am and 4:00 pm**

**# Volunteers needed: 30**

#### Rest Stops

Includes:

- Set up rest stop tables, chairs, & banners
- Prepare snacks for cyclists, ie. cut up fruit, make peanut butter and jelly sandwiches, bars, etc.
- Set up cold water & hydration station

These are just some of the ways we can help our riders feel appreciated and re-energized.

Location	Address	Arrival	Departure
Rutherford Ranch	1680 Silverado Trail, St Helena	6:30 am	11:00 am
Sterling Vineyards	1111 Dunaweal Ln., Calistoga	7:00 am	3:30 pm
Department of Fish & Game	7329 Silverado Trail, Napa	8:30 am	4:30 pm
Alexander Valley School	8511 Highway 128 Healdsburg	8:00 am	2:00 pm
Yount Monument	1 Cook Rd., Yountville	9:30 am	12:00 pm

#### EMT/First Aid

Assist in providing first aid as needed at the Veterans Home or at one of our rest stops under the direction of our lead EMT. Must be certified in Advanced First Aid. Typical situations include road rash, low blood glucose levels, and becoming overheated.

**Shifts available from 6:30 am to 4:00 pm**

**# Volunteers needed: 12**



## Other Available Roles:

### Beverage Service

Assist with setting up and replenishing beverages for participants.

**Shifts available between 11:00 am to 3:30 pm**

**# Volunteers needed: 10**

### Bib Pinning

Assist riders as they leave the registration tent by safety-pinning their bib numbers to their jersey backs or outermost clothing layer.

**Shifts available between 6:30 am to 10:30 am**

**# Volunteers needed: 6**

### Breakfast Service

Assist with preparing and serving breakfast to the cyclists. This includes cutting bananas and bagels, being knowledgeable about potential allergens, and replenishing utensils and condiments.

**Shifts available between 5:30 am to 10:30 am**

**# Volunteers needed: 10**

### Champions Celebration

Help where needed to make the Champions Celebration fun and festive. Roles include check-in, champion packet pick-up, and decorating.

**Shifts available from 4:30 pm to 9:00 pm**

**# Volunteers needed: 10**

### Early Packet Pick-Up/Registration

Work with ADA staff to facilitate day-before rider registrations. Responsibilities include assigning bib numbers, distributing maps, and collecting signed waivers.

➤ **Shift 1 – 9:00 a.m. to noon**

➤ **Shift 2 – noon to 4:00 p.m.**

**# Volunteers needed: 16 total, 8 per shift**

### Event Assistant

Provide support to logistics manager by providing an additional pair of hands. Duties might include: managing on-site set up, driving supplies or volunteer lunches out to a rest stop, driving to a local store to pick supplies.

**Shifts available between 7:00 am to 3:00 pm**

**# Volunteers needed: 4 & must have car**

### Event Photographer

Take candid shots of riders and volunteers out on the course, rest stops and event site.

**Shifts available between 7:00 am to 2:00 pm**

**# Volunteers needed: 4**

### Green Team

Keep the site beautiful! Remove garbage and recycling as bins become full, pick up litter, straighten things that have been blown around by the wind. This has a huge impact on the feel of the event and the rider experience!

**Shifts available from 11:00 am to 3:30 pm**

**# Volunteers needed: 8**

### Finish Line Cheering

Welcome back returning riders as they cross the finish line and let them know their efforts are appreciated! Create a mighty noise with cowbells, whistles, clapping hands, and enthusiastic cheering.

**Shifts available from 11:30 am to 4:00 pm**

**# Volunteers needed: 10**

### Kid Zone

Staff and organize the Kid Zone, an area for arts and crafts, games, and children's entertainment. Keep the area clean and prepared for young kids to try the activities.

**Shifts available from 11:00 am to 3:30 pm**

**# Volunteers needed: 5**

### Linens Set-up

Wipe down tables and set up tablecloths.

**Shifts available from 5:00 am to 10:00 am**

**# Volunteers needed: 4**

### **Lunch Service**

Help serve lunch to 2,500 riders and volunteers.

Tasks include:

- Cleaning area
- Setting up supplies
- Setting up signage
- Prepping and organizing food & drinks
- Serving food

- **Shift 1 – 9:00 am to 11:00 am**
- **Shift 2 – 11:00 am to 2:00 pm**
- **Shift 3 – 2:00 pm to 4:00 pm**

**# Volunteers needed: 36 total, 12 per shift**

### **Massage Therapists**

Provide brief massages to muscle-weary cyclists, volunteers, and sponsors.

**Shifts available from 11:00 am to 4:30 pm**

**# Volunteers needed: 25**

### **Motorcycle Support**

Patrol route for injured riders, mechanical troubles, or signage problems. Serve as an important conduit of information to Operations Central.

**Shifts available between 6:00 am and 5:00 pm**

**# Volunteers needed: 10**

### **On-Site Set Up**

Work on variety of tasks to stage picnic grounds in preparation for the event on Sunday.

Tasks include:

- Hanging banners
- Arranging chairs & tables
- Set up per diagram
- Signage posting

Physical labor required as tables, chairs, boxes, and other supplies are unloaded, sorted, moved, reloaded, etc.

**Includes Lunch!**

**Shifts available from 9:00 am to 2:00 pm**

**# Volunteers needed: 30**

### **On-Site Cleanup and Tear Down**

Help dismantle the event and pack supplies. Includes lifting and packing heavy supplies, must be able to pick up 20 lbs. Garbage sorting may be required.

**Shifts available from 3:30 pm to 6:30pm**

**# Volunteers needed: 20**

### **Registration**

Check in riders when they come to turn in their donations and get their bib numbers. Make sure riders' collection envelopes are completely filled out. Check to see if the riders' completed Emergency Information/Liability Waiver forms are legible. Give riders bib numbers and write the bib numbers in the designated area of the margin on the waiver forms.

**Shifts available from 6:00 am to 10:00 am**

**# Volunteers needed: 40**

### **Rest Stop Supply Sorting & Loading**

Unload supplies at the Vets Home then help sort and organize large bins and other items to be loaded onto delivery vehicles that will supply rest stops. Must be able to work as a team and stay organized to make sure each rest stop gets the right supplies.

**Shifts available from 10:00 am to 1:00 pm**

**# Volunteers needed: 10**

### **Route Signage Posting (Saturday)**

Working as a pair (one to drive and one to post), volunteers put up directional signage along route. Signage will be organized and the pair will be provided with tools and instructions for posting signs.

**Shifts available from 9:30 am to 6:00 pm**

**# Volunteers needed: 10 & must have car**

### **Route Signage Removal**

Working in pairs, one to drive and one to hop out of the car and take down signage posted along the route after last cyclists have passed through.

**Approximate Start Times:**

- 11:00 am – North of Calistoga
- 1:00 pm – From Yountville to Calistoga
- 1:00 pm – Yountville
- 4:00 pm – From Calistoga to Yountville

**# Volunteers needed: 2 for each route & must have car**

**Route Marshal**

Route Marshals are experienced volunteer cyclists who guide participants through the event safely. Marshals play a vital role in ensuring a safe and fun event for everyone by being familiar with the route, offering to assist with flat tires and reminding riders to observe the rules of the road.

**Shift time depends on route; start times between 6:45 am and 10:00 a.m.**

**# Volunteers needed: 12**

**Safety Monitors**

Assist with monitoring onsite traffic, control the crowd and direct participants.

- **Shift 1 – 6:00 am to 11:00 am**
- **Shift 2 – 11:00 am to 2:00 pm**
- **Shift 3 – 2:00 pm to 4:00 pm**

**# Volunteers needed: 30 total, 10 per shift**

**T-Shirt & Fundraising Tent**

Assist with distribution of T-shirts and other fundraising articles.

**Shifts available from 11:00 am to 4:00 pm**

**# Volunteers needed: 10**