

# 2017 VOLUNTEER POSITION DESCRIPTIONS

## Pre-Event (September 12<sup>th</sup> , 13<sup>th</sup> & 14<sup>th</sup>) (Not required all three days)

### MS Office

3 volunteers required

MS Society Saskatoon office

- Prepare cyclist packages
- Create Site Set-up Maps
- Sign preparation

## Day Before Event (Friday, September 16<sup>th</sup>)

### Set up Crew

4-5 volunteers

12:00pm-4:00pm, Community Hall

- Assist with set-up of table chairs, tents and all other supplies
- Must be able to lift & carry 10lbs at least 50 ft.

### Signage Crew

3 volunteers required

2:00pm-5:00pm, on route

- Placing signs along route
- Must be able to lift & carry 10lbs at least 50 ft.
- Vehicle is provided

### Early Cyclist Check-In

9 volunteers required

7:00pm-9:00pm, Community Hall

- Checking in cyclists (incl. distribution of materials)
- Ensure forms and pledge packages are correct

### Town Hall Greeter

2 volunteers required

7:00pm-9:00pm, Community Hall

- Greet & direct everyone who enters Hall

## Event Day (Saturday, September 17<sup>th</sup>)

### Food Preparation

#### Shift 1

3 volunteers required

7:00am-11:00am, Community Hall

- Cutting fruit, cinnamon buns & lunch buns
- Set-up & take down Breakfast area
- Set-up lunch area
- Assist Community Hall coordinator

### Food Preparation

3 volunteers required

10:30am-2:00pm, Community Hall

- Prepare & monitor lunch
- Clean-up lunch area
- Assist Community Hall Coordinator

### Parking Attendants

2 volunteers required

8:15am-10:30am, Community Hall Parking Lot

- Directing participants and volunteers within parking area

### Cyclist Check-In

9 volunteers required

8:00am-10:00am, Community Hall

- Checking in cyclists
- Ensure forms and pledge packages are correct

### Town Hall Greeter

2 volunteers required

8:30am-10:30am, Community Hall

- Greet & direct everyone who enters the hall

### Volunteer Check-In

1 volunteer required

8:00am-11:00am, Community Hall

- Check-in volunteers
- Provide information & instruction
- Ensure equipment is handed out

See back for more Position Descriptions

### **Banking**

8-10 volunteers required

10:30am-4:30pm, Hawood Hotel

- Banking instructions & orientation provided

### **Route Marshals**

10-12 volunteers required

1<sup>st</sup> half of route 9:30am-1:30pm

2<sup>nd</sup> half of route 10:30am-4:30pm

- Directing traffic
- Providing a safe passageway for cyclists

### **SAG (Safety and Gear) Drivers**

4 volunteer's required

9:00am-4:30pm, on route

#### **Must hold a valid driver's license**

- Will be partnered with a communication volunteer
- Drive SAG vehicle in designated order on route, monitoring safety of cyclists
- First Aid an asset
- Criminal record check required

### **First Responder Volunteers**

9:30am-4:30pm, on route

- Must be first responder certified
- Comfortable to administer first aid in a situation

### **Massage Reception**

2 volunteers required

12:00pm-5:00pm, Massage Tent

- Book massage appointments and organize Massage Therapists schedules
- Communicate between clients & Therapists

### **Rider Village Activities**

2-3 volunteers required

12:00pm-5:00pm, Rider Village

- Organize Rider Village games with materials provided
- Encourage cyclists and volunteers to participate in games

### **Photographers**

2-3 Volunteers Required

- 8:30am, Community Hall, On Route
- Use of own camera

### **Cleanup Crew**

4-5 volunteers required

5:00pm- 7:00pm, Community Hall

- Assisting with putting all supplies back on trucks
- Must be able to lift & carry 10lbs at least 50 ft.

### **Rest Stop Leaders**

4 volunteers required – 1 at each stop

Times listed below in Rest Stop Attendants

#### **Must hold a valid driver's license & have access to vehicle**

- Take rest stop food to and from stop with your vehicle
- Willing to drive other volunteers to your rest stop as needed
- Ensure rest stop is prepared with snacks & drinks provided
- Must be able to be outside during extreme temperatures for 3-4 hours

### **Rest Stop Attendants**

- Cut/prepare snacks & drinks
- Replenishing rest stop supplies
- Motivating cyclists
- Must be able to be outside during extreme temperatures for 3-4 hours

### **Rest Stop #1 & 3**

3 volunteers required

9:30am-1:30pm, Shady Lake

### **Rest Stop #2**

3 volunteers required

9:30am-1:30pm, Namekus Lake

### **Rest Stop #5 & 7**

3 volunteers required

10:30am-4:30pm, Point View

### **Rest Stop #6**

5 volunteers required

10:30am-4:30pm, Birch Bay Marina