

CTHV 2025 Volunteer Information, Job List & Description

VOLUNTEER INFORMATION

Volunteer Process: *The volunteer application will open in January, and positions will start to be assigned in February. Positions will continue to be filled up to the start of the ride as there are often last-minute cancellations. If you are assigned a position, there is no cost for the ride; volunteers ride for free in exchange for conducting their volunteer duties! The online volunteer application is located on the web site volunteer page. (Shuttle Note: If you will be utilizing the optional shuttle, at the beginning or end of the ride-there is a fee for this service.)*

Monday, Aug 4-Volunteer meeting times will be set in the spring. Generally, AM meetings run between 9 am and 1 pm and PM meetings (after shuttle arrival) run between 3:30 PM and 9:00 PM. Meetings will be held at the start location, Hudson Valley Community College, in Troy.

Work Schedules

Work Every Other Day/Ride Every Other Day-You will work 3 days/Ride 2 days

Crew A: Works Mon./Wed./Fri (August 4, 6 & 8), Rides Tues/Thur/Sat

Crew B: Works Tues./Thur./Sat. (August 5, 7 & 9), Rides Mon(prelim)/Wed/Fri

Ride Every Day/Work Every Day

These positions combine the job and riding the route every day

Special Schedule-Work days listed with job

Questions?

Please contact Rob Panzera, Tour Director at Rpanzera@ptny.org, if you need additional information.

VOLUNTEER JOB(S) LIST

THE BELOW POSITIONS ARE RIDE/WORK EVERY OTHER DAY (EOD)/YOU WILL BE ASSIGNED TO CREW A OR B

1. Luggage Truck Driver (26 Ft. Truck)-EOD
2. Luggage Truck Assistant- EOD
3. Administrative Truck Driver (26 Ft. Truck)-EOD
4. Site Crew-EOD
5. Car SAG-EOD
6. Rest Stop(s)-EOD
7. Rest Stop Truck Driver-EOD
8. PM Information & Signage-EOD
9. Miscellaneous Volunteer-Fill In for cancellations/as needed-EOD

THE BELOW POSITIONS RIDE EVERY DAY IN CONJUNCTION WITH WORKING

10. Route Marker-Ride & Work Every Day
11. Bike SAG/Route Marshall-Ride & Work Every Day

12. Overnight Crew-Ride & Work Every Day

13. Medical-Ride & Work Everyday

SPECIAL SCHEDULE

14. Pre & Post Crew

Work Before Start (August 1-3). Work last Friday & Saturday of tour (Aug. 8 & 9). There might also be a need for volunteer help on Sunday Aug 10, to be determined. Ride Monday Aug 4 (prelim) and Tuesday to Thursday, Aug 5 -Aug. 7).

15. Other

Do you have an idea for a position that would be terrific for this event? Please let us know on the volunteer application.

VOLUNTEER JOB DESCRIPTIONS

Luggage Truck Driver: Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

(Day begins at 6 AM and ends early afternoon at the next overnight site).

Valid US Driver's License/Cell Phone Required (CDL preferred/not required).

Follow the directive of the truck coordinator regarding schedules, truck placement (luggage unloading and loading) & other assigned tasks.

Drive a 26-foot rental truck from one overnight to the next (depart by 9 am arrive by 11 am). (Last day trucks return to Albany).

Staff Trucks approx. 6-8:00 AM.

Assist with unloading of baggage at overnight sites.

Post Truck Sign #'s with luggage for participants to identify.

Inform Site set up location of unloaded luggage/place tarps if inclement weather may occur.

Transport bicycles and people as needed.

Pick-up, fuel and return trucks from rental locations.

Assist with Registration (A Crew).

Luggage Truck Assistant: Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

(Day begins at 6 AM and ends early afternoon at the next overnight site).

Starting at 6 am, assist with loading of baggage onto trucks.

Depart site daily with Truck driver to arrive by 11 AM at the next overnight site. (Last day trucks return to Albany).

Assist with unloading of baggage/placement of tarps & covering of luggage-if needed.

Assist with pick-up, fuel and return trucks from rental locations.

Assist with Registration (A Crew).

Administrative Truck Driver: Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

Day begins at 7:30 AM and ends at approx. 5 pm at the next overnight site. See afternoon schedule below*

Valid US Driver's License/Cell Phone Required (CDL preferred/not required).

Assist with loading trucks in the AM.

Organize the truck.

Drive a 26-foot rental truck from one overnight to the next overnight site. (Last day the truck returns to Albany).

Assist with Off-Loading truck at next site/directing other volunteers assisting with off-loading

*Afternoon Schedule: Maintain presence at truck to take on and off supplies as needed in the afternoon and assist at site-fill soda coolers/etc.

Keep trucks organized throughout the tour. General air of authority on where things go.

Pick up supplies as needed.

Site Crew: Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

(Day begins 7:30 AM and ends late afternoon at the next overnight site).

Valid US Driver's License.

The bulk of the job is taking down and setting up sites.

Driving vehicles.

At site-monitoring trash cans, hand sanitizers, water, etc.

Assisting with unloading luggage trucks.

General logistics during the day of a bicycle tour at the overnight site.

Loading bicycles for transport and last day shuttle/offloading RS Trucks.

Assist with Registration (A Crew).

Assist with Bike Loading (B Crew).

Car SAG: Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

(Day begins at 7 AM and ends after the last rider is in).

Valid US Driver's License.

Cell Phone Required/Smartphone preferred.

Attend AM meetings on days scheduled to SAG.

Cruise the route under Car SAG Coordinator's directions and provide help when needed.

Ability to keep on route/assist & pick up bicyclists + riders, under SAG Coordinator's direction. Vehicle supplied or you can use your own. (Please note: if you are using your own vehicle, and riding alternate days, you must be OK with someone else driving your vehicle. PTNY does not provide insurance for your vehicle.) Keep SAG Coordinator advised of status

Follow Safe driving practices.

It is helpful for Car SAGs to have a general knowledge of bicycle mechanics and ability to perform basic fixes such as patching a flat.

Route Marker: Ride & Work Everyday

JOB DESCRIPTION

(Day begins at 5:45 AM and ends after completing the route and reporting any issues).

Cell Phone Required.

Route markers ride on course before bicyclists leave camp.

Meet/Check with the Tour Director, prior to leaving to go over possible issues on route.

Leave as early as possible (by bicycle) to check the marks on the road to ensure that they are clearly marked.

Supplement the marks as necessary to ensure our riders stay on course (carry paint with you).
Notify the Tour Director if unexpected hazards are on route (i.e. tree down, construction, etc.)
If you have to put down paint, please follow paint mark guidelines.
Inform ride director of any issues encountered during the day.

Bike SAG/Road Marshall's: Ride & Work Every Day

This position involves both Bicycle SAG and Road Marshall responsibilities

JOB DESCRIPTION

(Day begins at 7 AM and ends after the last rider is in, or as Coordinator schedules you.)

Cell Phone Required.

You must be physically capable of riding the entire course each day.

Get to know riders/look for problem areas and advise Bike SAG Coordinator.

Deal with emergencies and problems as they arise/notify appropriate staff.

Carry basic first aid kit & patch kit (supplied)/capable of assisting with flats.

Can be assigned "road marshal" duties as needed (flagging crossings/etc.)

Two bicycles will be assigned "sweep". Others will be dispersed throughout the route.

Rest Stop: Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

On Monday, August 4th set up Rest Stop Trucks for the week

On Saturday, Aug 9, off load truck

Leave at 7 AM to Rest Stop(s)

Set up Rest Stops (wash & cut up fruit-/place products/trash receptacles/water fill/etc.)

Enforce hygiene with bicyclists (wash hands/use tongs/etc.)

Clean up rest stops.

Work with Rest Stop Coordinator & Rest Stop Truck Drivers

Overnight Crew: Ride Every Day

JOB DESCRIPTION

(Begin 6 PM/available throughout the night for emergencies)

Staff Information Booth 6-8 PM/6-8 AM.

During Tour:

Staff Information Booth 6-8 PM & 6-8 AM (rotating schedule with other Overnight volunteers).

On call overnight for emergency transportation.

Pick up supplies as needed/local stores.

Stock/fill water & beverages/change out trash & recyclables as needed.

Valid US driver's license/cell phone required.

Close up information booth/put away items.

Misc. Logistics.

Medical Team Member—Medical Physician/EMT/Nurse: Ride Every Day

JOB DESCRIPTION

(Be on call throughout the day/Staff Medical Tent 5-6 PM on a rotating schedule)

Cell Phone Required.

Covid-19: Assist with any medical/pandemic protocols in place, required for the event. Monday: Inventory medical supplies and check/update first aid kits/shop for missing supplies. During Ride Week: On call throughout the day/stop at AM and PM Rest Stops, to see if any assistance is needed.

PM Information & Signage: Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

Monday, August 4: Set Up for Event & help with registration

During the week:

Help close the site before leaving for the next one.

Drive support vehicle from overnight site to next.

Place signage at overnight sites.

Staff Information Tent until 6 pm.

Misc. Tasks at Overnight Sites (trash receptacles/water fill station/logistics/etc.)

Assist with bicycle loading/bus shuttle.

Rest Stop Truck Driver: Ride Every Other Day/Work Every Other Day

JOB DESCRIPTION

On Saturday, Aug 4, set up Rest Stop Trucks for the week .

On Saturday, Aug 9, off load truck.

Valid US driver's license.

Cell phone required.

During the week:

Meet by 7 a.m. at Rest Stop Truck.

Drive 16 Ft. Rest Stop Truck through the day to designated rest stops.

Help set up/staff/clean up rest stops.

Pick up supplies/stock trucks.

Breakdown trucks/move supplies Saturday at finish.

Transport trash to overnight site, if needed.

Misc.: Ride Every Other Day

JOB DESCRIPTION

Take the place of volunteers who cancel* or

Be assigned specific tasks (water filling/beverages/etc.)

If no one cancels you would be assigned to the site crew volunteer position.

*Misc. Volunteers would not be expected to drive 26 ft. trucks.

Pre & Post Crew-Special Schedule

Work Before Start (August 1-3). Work last two days of tour (Aug.8 -9). There might also be a need for volunteer help on Sunday Aug 10, to be determined. Ride Monday Aug 4 (prelim) and Tuesday to Thursday, Aug 5 -Aug. 7).

JOB DESCRIPTION

Valid US driver's license.

Cell phone required.

Ability to drive 26 ft. & 16 ft. rental trucks.

This role involves picking up/setting up and loading trucks in Troy, NY.

Loading bicycles for shuttle back to Albany.

Driving Trucks/vehicles from NYC to Troy NY

Picking up & setting up trucks in Troy, NY.

Assisting at Hudson Valley CC (Mon., Aug 4) with site set-up/registration.

Driving Trucks back to Albany.

Meet: August 1st at 9 a.m. in Troy, NY.

Finish: Saturday, August 9th approx. 5pm in Troy, NY.

We hope you will consider joining the volunteer crew on this new bicycle adventure along the Empire State Trail! Email Rob Panzera, Tour Director for additional information: Rpanzera@ptny.org