CTEC 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.)

Pandemic: All volunteers and participants must agree to abide by the Pandemic Policy (includes Covid 19).

Saturday, July 12–Shuttle Albany to Buffalo: If you are going to utilize the first Albany to Buffalo Shuttle (July 12), please do not sign up for positions that require you to attend a Saturday AM meeting, as the shuttle does not arrive in time.

Saturday, July 12-Volunteer meeting times will be set in the spring. Generally, Saturday AM meetings run between 9 am and 1 pm and Saturday PM meetings (after shuttle arrival) run between 3:30 PM and 9:00 PM. Meetings will be held at the start location, Nichol's School, in Buffalo.

Work Schedules

Work Every Other Day/Ride Every Other Day. You will work 4 days/Ride 4 days
(Some of these positions have a Saturday, July 12 assignment also)

Ride Every Day
These positions combine the job and riding the route every day
(Some of these positions have a Saturday, July 12 assignment also)

Special Schedule-Work schedule listed with Job

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

VOLUNTEER JOB LIST

These positions do not have a Saturday AM Mtg.

1. Luggage Truck Driver (26 Ft. Truck): Ride Every Other Day/Work Every Other Day
2. Luggage Truck Assistant: Ride Every Other Day/Work Every Other Day
3. Administrative Truck Driver (26 Ft. Truck): Ride Every other day/Work Every Other Day
4. Administrative Truck Assistant: Ride Every other day/Work Every Other Day
5. Site Crew: Ride Every Other Day/Work Every Other Day
6. Car SAG: Ride Every Other Day/Work Every Other Day
7. Route Marker: Ride Every Other Day/Work Every Other Day
8. Bike SAG: Work & Ride Every Day
9. AM Rest Stop: Ride Every Other Day/Work Every Other Day

10. PM Rest Stop: Work & Ride Every Day
11. Information Booth AM: Work & Ride Everyday

<u>These positions do have a Saturday AM Mtg. that occurs before the arrival of the Albany to Buffalo shuttle.</u>

12. Overnight Crew: Ride Every Day + Saturday, July 12
13. Medical: Ride Every Day + Saturday, July 12
14. AM Crew: Ride Every Day + Saturday, July 12
15. PM Information & Signage: Ride Every Other Day/Work Every Other Day + Saturday, July 12
16. Indoor Camping Crew: Ride Every Other Day/Work Every Other Day + Saturday, July 12
17. Rest Stop Truck Driver: Ride Every Other Day/Work Every Other Day + Saturday, July 12
18. Rest Stop Truck Assist: Ride Every Other Day/Work Every Other Day + Saturday, July 12
19. Ebike Charging Station Volunteer: Ride Every Other Day/Work Every Other Day + Saturday, July 12
20. Miscellaneous Volunteer (Fill In for cancellations/as needed): Ride Every Other Day/Work Every Other Day + Saturday, July 12

<u>Special Schedule</u>

21. Pre & Post Crew
    Work Before Start (July 10, 11 & 12). Work last Sunday of tour & Monday after tour (July 20 & 21). Ride Sunday to Saturday, July 13-19
22. Bike Shuttle Truck Driver (26 ft. truck)
    Work Before Start (July 11 & 12). During the Ride on Wed, July 16 & Sunday, July 20

VOLUNTEER JOB DESCRIPTIONS

<u>Luggage Truck Driver: Ride Every Other Day/Work Every Other Day</u>

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). Staff Trucks approx. 6-8:00 AM (depending on which truck assigned to).
Assist with unloading of baggage onto trucks, working with local groups.
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

<u>Luggage Truck Assistant: Ride Every Other Day/Work Every Other Day</u>

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

<u>Administrative Truck Driver: Ride Every Other Day/Work Every Other Day</u>

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 Truck.
Drive a 26-foot rental truck from one overnight to the next.
Assist with off-Loading trucks at the next site/directing other volunteers assisting with off-loading.
*Afternoon Schedule: In conjunction with ADMIN TRUCK ASSIST-Maintain presence at truck to take on and off supplies as needed in the afternoon and assist at site-fill soda coolers/etc. (Truck Driver and Assist can set-up a schedule for each afternoon, so that one or the other is available at truck for site assistance.)
Assist with bike loading on July 12 in Syracuse .
Keep trucks organized throughout the tour. General air of authority on where things go.
Pick up supplies as needed.

<u>Administrative Truck Assistant: Ride Every Other Day/Work Every Other Day</u>
JOB DESCRIPTION
Day begins at 7:30 AM and ends at approx. 5 pm at the next overnight site. See afternoon schedule below*
Work with ADMINISTRATIVE TRUCK DRIVER to complete the tasks listed above.
Ride with Admin Truck from site to site.
*Afternoon Schedule: In conjunction with ADMIN TRUCK DRIVER-Maintain presence at truck to take on and off supplies as needed in the afternoon and assist at site-fill soda coolers/etc. (Truck Driver and assist can set-up a schedule for each afternoon, that one or the other is available at truck for site assistance.)
Keep the truck organized throughout the tour.

<u>Site Crew: Ride Every Other Day/Work Every Other Day</u>
JOB DESCRIPTION
(Day begins at 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 from one site to the next, may be required.
At site-monitoring trash cans, hand sanitizers, water, etc.
General logistics during the day of a bicycle tour at the overnight site.
Loading bicycles for shuttle to Buffalo/Offloading RS Trucks.

<u>Car SAG: Ride Every Other Day/Work Every Other Day</u>
JOB DESCRIPTION
(Day begins at 7 AM and ends after 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 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 Every Other Day/Work Every Other Day
JOB DESCRIPTION
(Day begins at 5:45 AM and ends after completing route and reporting any issues)
Cell Phone Required.
Route markers ride on course before bicyclists leave camp.
Meet/Check with 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 Tour Director of any issues encountered during the day.

Bike SAG: Ride Every Day
JOB DESCRIPTION
(Day begins at 7 AM and ends after the last rider is in, or as Bike SAG 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 kid & patch kit (supplied)/capable of assisting with flats.
Can be assigned “road marshall” duties as needed (flagging crossings/etc.)
Two bicycles will be assigned “sweep”. Others will be dispersed throughout the route.

AM Rest Stop: Ride Every Other Day/Work Every Other Day
JOB DESCRIPTION
(Arrive at AM Rest Stop by 8:00 AM, leave as AM Rest Stop coordinator schedules you.) Note:
AM Rest Stops are approx. 20 miles from start
Set up the AM Rest Stop (wash & cut up fruit/place products/trash receptacles/water fill/etc.) Enforce hygiene with bicyclists (wash hands/use tongs/etc.)
Clean Up Rest Stop.
Work with AM Rest Stop Coordinator & Rest Stop Truck Drivers.

PM Rest Stop: Ride Every Day
JOB DESCRIPTION
(Arrive at PM Rest Stop by 10:30 AM, leave as PM Rest Stop coordinator schedules you.) Note:
PM Rest Stops are approx. 40 miles from start
Set up the PM Rest Stop (wash & cut up fruit/place products/trash receptacles/water fill/etc.) Enforce hygiene with bicyclists (wash hands/use tongs/etc.)
Clean Up Rest Stop.
Work with PM Rest Stop Coordinator & Rest Stop Truck Drivers.

INFORMATION BOOTH AM: Work & Ride Everyday

JOB DESCRIPTION
Staff Information Booth each morning 5:30-8:30 AM.
Set Up and Take Down PA system for AM meetings.
Organize Trash & Recyclables.
Load Up Site (tents/water bottle fill/coolers/etc.)
Assist with bicycle loading/transport.
Monitor & Supply Toilet Paper/Hand sanitizer supplies/Trash Cans/etc.
Misc. Logistics

Overnight Crew: Ride Every Day
JOB DESCRIPTION
(Begin 6 PM/available throughout the night for emergencies)
Saturday, July 12: AM meeting/Assist with Opening Day & Registration
During Tour:
Staff Information Booth 6-8 PM/Communicate information to riders/answer questions 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.
Assist Merch Tent with putting away stock.
Misc. Logistics

Medical Team Member–Medical Physician/EMT/Nurse: Ride Every Day + Saturday, July 12th
JOB DESCRIPTION
(Be on call throughout the day/Staff Medical Tent 5-6 PM on a rotating schedule)
Saturday, July 12: AM meeting & assignment
Cell Phone Required.
Covid-19: Assist with any protocols in place as of July 12, 2025, required for the event.
Saturday: 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.
Medical Director will set schedule, coordinate Medical Team

AM Crew: Ride Every Day + Saturday, July 12
JOB DESCRIPTION
Help with Site Set Up & Registration on Saturday, July 12
During the week, 6-9 AM:
Assist with luggage/bicycle loading.
Assist with site take down.

PM Information & Signage: Ride Every Other Day/Work Every Other Day + Saturday, July 12
JOB DESCRIPTION
(Day begins at 8 AM and ends between 5 & 6 PM).
Saturday, July 12: AM Mtg. + Set Up for Event & help with registration

During the week:
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.)

Indoor Camping Crew: Ride Every Other Day/Work Every Other Day + Saturday, July 12

JOB DESCRIPTION
Set Up Indoor Camping Area & Assist with Registration on Saturday, July 12
During the week:
Help load & unload luggage & bicycles.
Drive vehicle to next site.
Set Up Indoor Camping.
Sleep in/Monitor Indoor Camping.
Staff Indoor Camping area during busy time of riders arriving (2-4 PM).
Help Indoor Campers understand rules (share space/no bicycles/no cleats/no tents/etc.)
Misc. Tasks related to Indoor Camping.
Ensure lights are off at 9 PM each evening and on at 6 AM each morning.

Rest Stop Truck Driver: Ride Every Other Day/Work Every Other Day + Saturday, July 12

JOB DESCRIPTION
On Saturday, July 12 set up Rest Stop Trucks for the week.
Valid US Driver's License.
Cell Phone Required.
During the week:
Meet by 7 a.m. at the 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 Sunday at finish.
Transport Trash to Overnight Site, if needed.

Rest Stop Truck Driver Assistant-Ride Every Other Day/Work Every Other Day + Saturday, July 12

JOB DESCRIPTION
Valid US Driver's License.
Cell Phone Required.
On Saturday, July 12 set up Rest Stop Trucks for the week.
During the Week:
Help Set Up/Staff/Clean Up Rest Stops.
Pick up Supplies/Stock Trucks.
Ride with Rest Stop Truck Driver.

Ebike Charging Station Volunteer: Ride Every Other Day-AM Meeting on Saturday + Saturday, July 12

JOB DESCRIPTION
Set-Up and monitor Ebike Charging Station (pop-ups/generators/etc.)
Monitor batteries/charging station throughout the day (3-9 pm).

Put away generators/chargers at the end of day.

Misc.: Ride Every Other Day-AM Meeting on Saturday + Saturday, July 12
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 (July 10, 11 & 12). Work last Sunday of tour & Monday after tour (July 20 & 21). Ride Sunday to Saturday, July 13-19
JOB DESCRIPTION
Valid US Driver's license.
Ability to drive 26 ft. rental trucks (CDL preferred/not required).
Cell Phone required.
This role involves picking up/setting up and loading trucks in Troy, NY.
Driving Trucks/vehicles from Troy, NY to Buffalo, NY.
Picking up & setting up trucks in Buffalo, NY.
Friday Night Planning Meeting (July 11).
Assisting at Nichol's (Sat., July 12) with truck and site set-up.
Loading bicycles for July 12 shuttle in Albany.
Driving Trucks back to Buffalo & back to Troy.
Meet: Thursday, July 10th at 9 a.m. in Troy, NY.
Finish: Sunday, July 20 approx. 5 p.m. in Troy, NY.

Bike Shuttle Truck Driver: Special Schedule
Start in Albany, NY on July 11/Car will be parked here
Work Before Start (July 11 & 12). During the Ride on Wed, July 16 & Sunday, July 20
Ride: July 13-15 & 17-19
JOB DESCRIPTION
Valid US Driver's License.
Ability to drive 26 ft. rental trucks (CDL preferred/not required).
Cell Phone Required.
Load/Unload Bicycles onto trucks.
Pick up & return trucks where needed.
Friday Night Planning Meeting (July 11)
Shuttles are A: July 12 ALB to BUF; B: July 20 SYR to BUF; C: July 20 ALB to BUF.
Note: Shuttle loading and unloading is physically demanding, the largest shuttle will have approx. 200 bikes.

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