

Cycle Oregon Volunteer Role Descriptions						
Position Title	Brief Description	Position Notes	Events	Example of Schedule	Opportunity to Ride (yes or no)	Number of Vols Needed
AM Sign Team	The Sign Team is critical in making sure the riders have a great time on the route! This role is the first on the course (early morning) to set up and sign the bike route for riders. You will get to see all the routes in this role. Responsible for setting up various signs for route direction, rider and vehicle safety and ride information like rest stops, water stops, etc.	Team members must have a valid driver's license at the time of the event. Members must possess the ability to work efficiently in small groups. One or more crew members should have a current First Aid Card. One or more members must be available to preview the course on either a cycling or vespa or pre-ride to review the daily routes for safety and signage concerns and develop a sign plan that will be implemented on the event. This position requires a mix of driving and riding as a passenger as well as frequent getting in and out of the vehicle. Must be able to remove signs (30 lbs. max.) from the vehicle and set them up at a variety of route locations on slopes and in rough foliage. Must be able to place signs on poles, posts, trees, etc. with hammer, nails, zip ties, etc. This role is best suited for early risers as you will be out on the course by no later than 6am on most days. Be prepared for a few long days in a vehicle, but you get to enjoy all the routes on the course and you get to set the tone for the ride.	GRAVEL, Joyride, Rally	Weekend Events: Fri - 6am - 6pm, Sat 5am - 5pm, Sun 5am - 1pm, 8 - 12 hour shift beginning around 5 am. Plus nightly meetings with the Route Director from 5-6pm.	No	3
Baggage Truck Coordinator	Coordinate the community baggage volunteers to unload and load the baggage trucks at each overnight site. Drive the baggage truck for from Portland to the event site, as well as driving the truck in between sites during the event.	Must have a valid drivers license at the time of the event. Must have experience driving large (26') trucks with a clean driving record. Good communication skills, patience and flexibility, comfortable parking large trucks. Capable of safely lifting up to 60 pounds. Comfortable sharing the road with cyclist in a large vehicle.	Rally	6 - 8:30 am for loading, approximately 11 am - 3 pm for unloading. Does not include drive time.	Yes	1
Bike Course Support	Ride an assigned route at a set pace, ensuring that riders are safe, and providing support to riders who require it - basic first aid, nutrition, a supportive cheer!	Basic first aid certified is preferred. Willingness to take and follow instructions from both the Route Director as well as Net Control. Must be comfortable using a commercial radio (training and equipment is provided). Stamina and ability to ride any of the routes - each rider will be assigned to ride entire routes or parts of a route to support our riders as directed by the Route Director. Must be able to ride at a set pace. Ability to work independently and handle rider's support needs on course. Outgoing personality and enjoy interacting with large groups of people during the course of the day. Bike should be capable of carrying at least 2 extra bottles of water, a crash kit (first aid), basic bike repair supplies, snacks and electrolytes. You will be required to wear a "Bike Course Support" vest while on the routes.	GRAVEL, Joyride, Rally	Plus nightly meetings with the Route Director from 5-6pm.	Yes	1-4
Clinic Coordinator	This individual will be a liaison between our clinic providers and the Cycle Oregon team. This person will make sure that all the clinic providers arrive on time, know where to go, and have all the materials they need to put on their clinic. They will be present at the start of all clinics to make sure any last-minute questions or needs can be addressed. They will be put in touch with all clinic providers in advance.	Strong attention to detail and ability to manage schedules. Cheerful attitude. Ability to work independently. Shifts or sitting, standing or walking outside in all weather.	Joyride	Fri - 2pm - 8pm; Sat 6:30-8am & 2-9pm; Sun 6:30-8am.	Yes	1
Course Monitor	Course Monitors are responsible for ensuring the safety of our bicycle traffic in different situations on the course by use of both voice and signage. This role is set leader, part cheerleader.	Possess a valid driver's license at the time of the event. Instruction in Cycle Oregon flagging procedures prior to event. Ability to work both independently and in a small group. Ability to be assertive leaders while at the same time being empathetic and encouraging. Outgoing personality and enjoy interacting with large groups of people during the course of the day. This position requires being outside during the day in all types of weather and conditions, mostly standing and directing bicycle traffic.	GRAVEL, Joyride, Rally	4-8 hour shifts daily, may serve multiple posts each day. Plus nightly meetings with the Route Director from 5-6pm.	No	1-3
E-Bike & Device Charging	Volunteers will check in e-bikes and batteries as riders bring them in to be charged, then oversee charging and handing batteries and bikes back out to the correct riders.	Providing excellent customer service to riders and teammates requires patience and a positive attitude. The ability to be organized and keep track of bike check-ins and check-outs. Volunteers must be very mindful of working with electricity and safe storage of bikes. Volunteers will have to lift e-bikes onto bike racks. E-bikes can weigh up to 70 pounds. You may also be assigned 1-2 community volunteers and will need to manage them and set good expectations on service and safety. Will work alongside the Rider Services Trailer.	GRAVEL, Joyride, Rally	One of 2 daily shifts, for approximately 4 hours. Shifts are in the afternoon and evening.	Yes	1 for weekend events, 2 for Rally
Green Team Crew	Provide support to Cycle Oregon on trash and recycling management at the overnight site and in the dining tents.	Knowledge of recycling principals in Oregon as well as local regulations. Ability to safely lift up to 40 pounds regularly during 5-8 hour shifts. Ability to set up and take down simple backpacking style tents. May work in the dining tents or throughout the camp. Ability to effectively manage a group of up to 8 volunteers. Assail in setting up, monitoring and breaking down waste recovery stations and first aid cleanup at overnight sites. Procure supplies as needed for your positions (boxes and bags) from Site Team. May be asked to drive a "gator" style ATV to move garbage and recycling.	GRAVEL, Joyride, Rally	GRAVEL - Fri 12-4pm, Sat 5-4pm - 10am, Sun - 5-4pm - 1pm & 5-7pm 6-8 hour shifts early a.m., advance setup and afternoon/evening shifts will be assigned for Site and Dining Green Team.)	Yes	4-6
Ham Radio Operator (NET, Office and SAG)	Ham Radio Operators maintain communications during the event to ensure rider safety. They are active both on and off the route, depending on the Ham position. Assist their drivers (if a SAG Ham) with providing support for riders along the event route.	All team members must have at least a valid Technician's Class Amateur Radio license and have received their call sign prior to the event. Team members should have the ability to install, remove, and troubleshoot their equipment installations. This may include getting on a SAG vehicle roof. Team members should be able to navigate using a GPS navigation program, cue sheets, and maps. Basic GPS skills are also required in most vehicles. Since the team will be required to drive a vehicle, the team members must have a valid driver's license at the time of the event, be comfortable driving on small roads with cyclist, and demonstrate excellent driving skills. SAG Hams should be able to use a SAG vehicle (15 passenger van or 12 ton truck). Team members should have outgoing personalities and enjoy interacting with large groups of people during the course of their day. All team members are strongly encouraged to volunteer/participate at a cycling type event as a team under a Directed Net for a Cycle Oregon. (Suggestions of events are available from Cycle Oregon Ham Lead.) GPS and troubleshooting experience (Training is available through Cycle Oregon Ham Lead and Route Director.) All team members should provide a mobile radio(s) and antenna(s) able to do at least one channel on 2 meter and one channel on 440 MHz. The mobile should be rated to transmit at 20 or more watts. Both channels should be available for simultaneous monitoring, but only one need be available for talking at a given time. A 2 meter radio set up for APRS is encouraged, but not required. Team members are encouraged to provide their own power wiring to the vehicle battery, a limited amount is available for those. Another power pole connects are used on this event. All Hams must have a handheld capable of 2 meters. (440 MHz is also encouraged.) Hams should have tools necessary for radio installation and troubleshooting. Hams are assigned one per vehicle (most positions) and are accompanied by a driver. Hams must be able to provide radio contact for a full day shift and all for long periods. SAG Hams may be required to lift bikes up to someone on a truck bed or into a van. A team member should have a radio mobile suitable to tape to the vehicle dash, floor, or center console. A dual-band mobile antenna and cables will be provided, with a PL-239 cable end.	GRAVEL, Joyride, Rally	Start times vary - generally 7am - 4pm. Up to 12-hour shifts, plus nightly meetings with the Route Director from 5-6pm.	No	7-10
Medical Recovery	The medical recovery team is responsible for the gathering of information, transportation and general care of any riders/volunteers/staff that need or have received medical treatment (not currently under the direct care of the Cycle Oregon Medical Provider - Adventure Medics.)	Team members must have a valid driver's license and clean driving record at the time of the event. Medical training extremely helpful. Must be caring, comforting and empathic under sometimes difficult situations. High attention to detail. HAM operator license / radio equipment desirable. This position requires a mix of driving and riding as a passenger as well as frequently getting in and out of the vehicle. Must be able to assist in the moving of injured riders/staff and their gear in a vehicle. Must be comfortable driving on narrow roads with cyclist present.	GRAVEL, Joyride, Rally	6 - 12 hour shifts, as well as being on call all other hours. Plus nightly meetings with the Route Director from 5-6pm.	No	1-2
Moto Support	Moto Support will ride a motorcycle on multiple bike routes - generally on gravel, ensuring that riders are safe, and providing support to riders who require it. Will regularly radio into Net Control and the Route Director with rider counts and updates.	A valid motorcycle driver's license and clean driving record at the time of the event. Must be comfortable sharing the road with bicyclists, often on narrow, gravel roads. Ability to work independently and handle rider's support needs on course. Outgoing personality and enjoy interacting with large groups of people during the course of the day. Long, somewhat physical shifts outside in all types of weather. Motorcycle should be capable of carrying at least 2 extra bottles of water, a crash kit (first aid), basic bike repair supplies, snacks and electrolytes. You will be required to wear a "Moto Patrol" vest while on the routes. Willingness to take and follow instructions from the Route Director as well as Net Control. Must be comfortable using a commercial radio (training and equipment is provided).	GRAVEL, Joyride, Rally	Start times vary - generally 7am - 4pm. Up to 12-hour shifts, plus nightly meetings with the Route Director from 5-6pm.	No	1-2
Photographer	The Volunteer Event Photographer documents the daily life of the ride, from the action on the road to the community atmosphere in camp. This role focuses on capturing the scenery of the route, the energy of the riders, and the behind-the-scenes work of the volunteer teams.	experience shooting and editing photos. Success requires technical proficiency in action photography, good quality gear, and the ability to navigate the route independently in a vehicle and/or bike. With early starts and changing weather, the photographer must be adaptable and high-energy, acting as a positive event ambassador while providing daily highlights and a final organized gallery.	GRAVEL, Joyride, Rally	Schedule will range from early morning rider start to late night camp activities. This is not a continuous schedule, however, and there is ample time for breaks and rest. Schedule will be discussed and determined in conjunction with marketing team.	No	1
Reefer / Dry Truck Assistant GRAVEL & Joyride	This position is responsible for assisting in the distribution of supplies from the Refrigerated and Dry supply trucks. Primary tasks will be assisting in restocking Rest Stop / Lunch trucks and handing out boxed lunches to the CO volunteers. Other duties include assisting keg exchanges, passing out bagged ice, and general assistance with organizing equipment and supplies.	This is a highly physical position that requires the regular lifting and moving of heavy items (capable of safely lifting 55 pounds). Shifts begin at approximately 5:15 am. Comfort operating on tight timelines while interacting with multiple people is a plus. This position will be working for brief periods of time in cold environments and requires the regular climbing of a short ladder.	GRAVEL, Joyride	6-8 hour shifts broken into 2 segments. Early segment 5:15 am - 8 am and afternoon segment beginning at approximately 2 pm - 5:30 pm.	Yes	1
Reefer / Dry Truck Coordinator	This key behind the scenes position is responsible for overseeing all aspects of the refrigerated and dry supply trucks. This position plays a key role in ensuring that supplies are available and distributed on time. Stationed at the supply trucks this role hands out supplies to our volunteers and vendors as they need them. Two main tasks are the re-supply of the Rest Stop/Lunch trucks and the passing out of boxed lunches to our CO volunteers. Other duties will include organizing inventory, driving one of the supply trucks, monitoring & managing our ice supply, assisting in beer keg exchanges, confirming route teams and trucks have adequate water supplies, and other duties as needed.	This position requires a valid driver's license and clean driving record at the time of the event. Experience helping large box trucks is helpful. Our preference is for you to drive the truck to, from, and during the event. Position requires good organization & time management skills and the ability to manage details effectively. This is a highly physical position that requires the regular lifting and moving of heavy items like large bags of ice (capable of safely lifting up to 55 pounds). Shifts begin at approximately 5:15 am. Comfort operating on tight timelines while interacting with multiple people is a plus. This position will be working for brief periods of time in a cold environment and regularly climb ladders, squaring, bending, twisting and lifting. The activity load varies throughout the day from fast paced to sitting and waiting.	Rally	Up to 10-12 hour shifts starting at approximately 5:15 am and continuing throughout the day. There will be blocks of time off throughout the day, typically in the afternoon and around midlines. This role may be asked to be "on call" to assist the Operations Manager as needed. The shift generally ends in the early evening.	No	1-2
Rest/Lunch Stop Coordinator	To supervise and coordinate Rest Stop / Lunch trucks who set up, manage and break down Rest Stop. Monitor and replenish food and beverage stock and restock supplies daily. Interact with cyclists to support and inform. Also in charge of managing gear drop bags.	This position requires good general organizational skills and the ability to keep diverse groups of volunteers working efficiently. A valid driver's license and clean driving record at the time of the event as you will be asked to drive a van or box truck to the stops. Some experience managing others is helpful. Excellent customer service and problem-solving skills are necessary to work with the various groups and event participants. Experience in food service or prep is a plus. Ability to lift to 30 lbs. - Lifting of tables, food, beverages, tents etc. Ability to stand for moderate periods of time in all types of weather.	GRAVEL, Joyride, Rally	8-10 hour shifts from early morning to mid/late afternoon (depending on Rest Stop position) plus some additional restocking time at the start and end of the day. EX: 5:30am load truck, 6:30am drive to rest stop, 7am - 3pm work rest stop, 3:30pm return to camp.	No	2
Rider Guest Liaison	Coordinate, direct and support Cycle Oregon's Rider Guests and the parking of RVs, travel trailers and vans at both camp locations.	Check-in vehicles at each site. Inform Rider Guests on procedures and policies in effect at the sites. Coordinate smooth transition from site to site as needed. Develop Rider Guest Area Site Map for each overnight site to be efficient placement. Coordinate with Rider Director and Rider Services to provide for needs of Rider Guests including space issues, toilet and trash services. Provide Rider Guests with information on amenities and facilities that may be needed during the event (water, fuel, propane, and dump locations). Knowledge of recreational vehicle needs and use. Ability to solve unforeseen issues and problems with a patient and positive attitude. Good sense of humor, flexible perspective, and general supportive nature.	Rally	Check-in day may require full day of duty. Morning and mid-afternoon hours are required when facilitating the movement and relocation of vehicles and support tents. Liaisons are available during the day to handle issues or problems that may occur.	Yes	1
Rider Services	Rider Services is the Cycle Oregon customer service department. You are often one of the first interactions our riders have with us at check-in. Volunteers staff an information trailer located near the entrances to each overnight site. Rider Services staff answer riders' questions and help find solutions to their problems. Riders may need encouragement, humor and help to riders throughout the day. This is where drivers' individual personalities get the chance to shine. In some cases, drivers may be asked to help with pre- and post-event activities depending on their availability.	Provide excellent customer service to riders and teammates with patience and a positive attitude. Experience working as part of a team in a customer service environment is very helpful. A sense of humor is mandatory. Retail and sales experience are also a plus, as is experience handling money (calculating totals and making change), working with Square, and credit card transactions. Sit and stand, with opportunities to move around. Some lifting and loading is required for moving inventory in and out of the trailer each day and setting up the pop-up tents and tables. As needed, they will assist with Tent & Porter, E-bike charging, and device charging. During rider check-in you will also work alongside a group of community volunteers to make sure our riders first interaction is a positive and joyful one that set the tone for their experience at the event.	GRAVEL, Joyride, Rally	One of 3 daily shifts, for approximately 6 hours. Shift schedules rotate throughout the week.	Yes	5-6
SAG	SAG drivers provide riders with support along the event route. They are available to take riders to camp if they decide not to finish the day's ride or to take riders past difficult course features. The vehicles are stocked with emergency supplies, snacks and water. SAG drivers also provide encouragement, humor and help to riders throughout the day. This is where drivers' individual personalities get the chance to shine. In some cases, drivers may be asked to help with pre- and post-event activities depending on their availability.	Must have a valid driver's license at the time of the event, and demonstrate excellent driving skills. Parts of the route may require passing on narrow roads and driving among large numbers of event participants. You should have outgoing personalities and enjoy interacting with large groups of people during the course of their day. Drivers are assigned one per vehicle and are accompanied by a Ham radio operator. Drivers must be able to drive a full day shift and all for long periods. Bikes are stored on tallgates and back racks, and drivers will be required to place bikes into the racks. Good balance. Drivers are expected to bend down over the side of the van, lift bicycles of all shapes and sizes by themselves to place and secure into rear racks or onto a tallgate. Each van must be stocked by the next morning with supplies, gas, oil, and water. This allows for an earlier arrival on course, if needed, without delay. Nutrition, electrolytes, and other snacks may be packed up each day at the first rest stop, or each evening at the Dry Reefer Truck. Water and soda can be restocked from the Dry Reefer Truck as well. Each van is on stand-by until released by net control. Be aware of the location of the van's passenger side mirror, constantly watching for cyclists heads in relationship to the mirror. Please remember to drive with the headlights on. Emergency flashers should only be used if the van is stopped on the road. All occupants of the van must wear their seat belts while the van is moving.	GRAVEL, Joyride, Rally	Start times vary - generally 7am - 4pm. Up to 12-hour shifts, plus nightly meetings with the Route Director from 5-6pm.	No	4-6
Site Team	Site Team is the backbone of our event! They are the first on site and work to layout and fine tune our sites before our riders arrive. Site Teams set up, maintain and take down each overnight campsite. Site teams are responsible for all aspects of camp set-up - such as roping off various boundaries, placing signs, directing vendors and community volunteers - maintenance and tear down.	Team members must enjoy working as part of a team and taking initiative to solve problems. Teams work on very specific timelines and need excellent organizational skills. Patience, flexibility and a sense of humor will make the job easier. Team members need to become familiar with the site layouts in order to direct vendors and other teams. The position is physically demanding. Team members spend a lot of time lifting and loading (capable of safely lifting up to 30 pounds). Driving a box truck or van on the same roads as the trailer each day and setting up the pop-up tents and tables. As needed, they will assist with Tent & Porter. Team members work long days (8+ hours) so must have good endurance. Site teams work outside, in all types of weather.	GRAVEL, Joyride, Rally	Weekend events: Wed 10am load truck, 11-1pm drive to site, Lunch break, Setup 2-4pm, Dinner, Thur Breakfast, 8am - 8pm with 2 hour break for lunch and 1 hour break for dinner. Fri Breakfast, 8am - 4pm setup, break for shakeout ride, close camp 9:10pm. Sat 8am - 6pm maintain camp, Sun 6-8am help morning shift, Sun 2pm break to ride, 2-6pm breakdown, drive and unload. Generally you can expect 8-12 hours, including travel time per day.	Yes	6-10
Sweep Sign Team	The Sweep Sign Team follows the last riders of the day and is responsible for removing all route signage and materials, leaving the course cleaner than when Cycle Oregon started that day. They are also responsible for preparing any reusable items for the A.M. Sign Team for the next morning. They monitor and support the last riders on the course as needed and coordinate with AM Sign Team daily to return collected signage and to review next day's course to discuss sign strategy and sign placement for retrieval (i.e., Quad pods).	Team members must have a valid driver's license at the time of the event. Team members must possess the ability to work efficiently in small groups. Team members should have outgoing personalities and enjoy interacting with large groups of people during the course of the day. This position requires a mix of driving, as well as frequently getting in and out of vehicles. Must be able to put up signage in rough terrain and lift large and sometimes heavy signs in and out of a vehicle. This position requires being outside during the day in all types of weather and conditions. Willingness to take and follow instructions from both the Route Director as well as Net Control. Must be comfortable using a commercial radio (training and equipment is provided). HAM radio license is a plus.	GRAVEL, Joyride, Rally	Weekend Event: Fri & Sat - 8am start sweeping site to get riders on course, 9am - 5pm sweep course. Generally 8 - 12 hours. Plus nightly meetings with the Route Director from 5-6pm.	No	3
Water Stop Support	To set up, manage and break down 1-3 Water Stops along the route. Monitor and replenish beverage stock and restock supplies daily. Interact with cyclists to support and inform. Ability to work independently and create a fun water stop. Also may help manage gear drop bags.	A valid driver's license and clean driving record at the time of the event - if possible we'd like you to drive the vehicle to the event. Good communication skills. Management experience helpful. Attention to details, inventory control and staging. Experience with driving large box trucks helpful. Lifting of tables, beverages, tents etc. (capable of safely lifting up to 40 pounds). Driving a box truck or van on the same roads as the trailer each day and setting up the pop-up tents and tables. As needed, they will assist with Tent & Porter with the Route Director as well as Net Control. Must be comfortable using a commercial radio (training and equipment is provided).	GRAVEL, Joyride, Rally	Rally (outdoor only in Grants Pass, indoor space available in Jacksonville) Friday (GP) - 5:30 pm Saturday (GP) - 4:00 and 5:00 pm Sunday (GP) - 4:00 and 5:00 pm Monday (JV) - 4:00 and 5:00 pm Tuesday (JV) - 6:00 and 5:00 pm Wednesday (JV) - 6:00 am	No	1-2
Yoga Instructor	These volunteers will lead multiple yoga classes for riders of varying abilities over the course of the weekend. Schedule will be set in advance by the Event Director.	Yoga teaching license is required. Cheerful attitude. Comfortable working with folks of all abilities and experiences. You will be teaching up to two yoga classes per day at a schedule set by the Event Director. May also be asked to drive a vehicle to/from the event.	GRAVEL, Joyride, Rally		Yes	1-2