

VOLUNTEER NEED	DUTIES & RESPONSIBILITIES	# NEEDED
Packet Pickup Assistant (Wednesday 9/20/17)	Assist riders with check-in, hand out registration packets containing race numbers, etc.  <b>One 3-hr shift from 3 PM – 6 PM</b>	3
Packet Pickup Assistant (Thursday 9/21/17)	Assist riders with check-in, hand out registration packets containing race numbers, etc.  <b>One 4-hr shift from 4 PM – 8 PM</b>	5
Start Line Setup & Check-in Assistant  9/22/17	Assist riders with check-in, hand out remaining registration packets containing race numbers, etc., set up event tents/gates/banners/tables and help clean up after last group of riders has left. Other similar tasks as required.  <b>Two 4-Hr Shifts starting at 5 AM and ending at 1 PM (4 per shift)</b>	8
Start Line Merchandise Sales Assistant  9/22/17	Prepare and promote event merchandise, maintain high level of energy and excitement to encourage purchases. Answer questions about clothing and perform purchase transactions via mobile app. Assist with merchandise and start-line cleanup after last group of riders has left. Other similar tasks as required.  <b>Two 4-Hr Shifts starting at 5 AM and ending at 1 PM (4/5 per shift)</b>	9
Finish Line Setup Assistant  9/22/17	Set up finish line (need to be able to help lift objects weighing up to 30 - 50 lbs). Items to be set up include tables, canopies, barricades, inflatable arches, etc.  <b>One 3-hr shift from 5 AM – 8 AM</b>	8
Finish Line Merchandise Sales Assistant  9/22/17	Prepare and promote event merchandise, maintain high level of energy and excitement to encourage purchases. Answer questions about clothing and perform purchase transactions via mobile app. Assist with merchandise and finish-line cleanup after last group of riders has arrived. Other similar tasks as required.  <b>Five 3-Hr Shifts starting at 6 AM and ending at 9 PM (3 per shift except last)</b>	14
Finish Line Refreshments/Food Preparation  9/22/17	Prepare food areas, tables, coolers and keep clean & stocked. Keep area free of garbage. Help with cleanup (mainly last shift). Other similar tasks as required.  <b>Five 3-Hr Shifts starting at 6 AM and ending at 9 PM (1/2/ or 3 per shift)</b>	9
Finish Line Timing, Medals/Awards & Cleanup  9/22/17	Record timing and collect trackers from teams as they finish. Hand out finisher medals and other prizes/awards. Take down event equipment & cleanup (mainly last shift). Other similar tasks as required.  <b>Five 3-Hr Shifts starting at 6 AM and ending at 9 PM (3 per shift except last)</b>	14

ORANGE BACKGROUND = FINISH LINE DUTIES  
GREEN HIGHLIGHT DATES = DAYS PRIOR TO RACE  
YELLOW HIGHLIGHT DATES = DAY OF RACE