

2016 Bike Florida, Rider Work Exchange Volunteers (RWEV)

Various riding and non-riding volunteer positions under a rider work exchange (RWE) are available for tour discounts. These positions consist of one-day, two-day, and seven-day riding volunteers and 7-day non-riding volunteers. RWEV categories and discounts are listed below:

- RWEV Categories are defined as the following:
 - One Day 6 to 8 hours.
 - Two Day 6 to 8 hours per day. May or may not be consecutive days.
 - Seven Day with riding 4 to 5 hours every day of the tour before or after typical riding times.
 - Seven Day without riding 6 to 8 hours every day of the tour, some positions such as captain and/or coordinator positions may require more than 6-8 hour shifts. Volunteers may bring their bike but are not guaranteed ride time
- RWEV Discounts are as follows:
 - One Day \$100 off the cost of the tour.
 - Two Day \$175 off the cost of the tour.
 - Seven Day with riding \$150 off the cost of the tour.
 - Seven Day without riding: No charges for the tour or meals. Fuel reimbursement as applicable.

Please note the following when applying for the RWE:

- A full day (6-8 hour shift) will be required in order to qualify for the RWEV riding tour discount. Please note that it may be necessary to work additional hours based on extenuating circumstances (i.e. inclement weather, current riders' pace, etc.).
- Please review the necessary requirements prior to applying for the RWEV post of your choice.
- All RWEV applications are accepted on a first come-first serve basis.

*** Bike Florida staff will notify each RWEV applicant that their application is under review. The RWEV application must be approved PRIOR to registering for the full tour in order to receive the RWEV discount. ***

Volunteer needs, responsibilities, and requirements are listed below. Please contact jen@bikeflorida.org for any questions regarding the following positions:

1. Registration

A. Packet Assembly

Position Description (Sunday 4/3)

- a. *Discount Designation*: 1 day RWEV.
- b. *Job*: Assemble rider packets with applicable information, T-shirts, Jerseys, etc.
- c. *RWEV Needs*: 6 people. Approximately 8 hour shift per person, lunch will be provided, location Gainesville, FL (additional directions and information to be provided).
- d. *Time Commitment*: Sunday April 3 from 10:00 am to 6:00 pm

- e. *One 8 hour shift will qualify for RWEV riding one-day tour discount*

B. Packet Handout

Position Description (Friday 4/8 – Monday 4/11)

- a. *Discount Designation:* 1 or 2 day RWEV.
- b. *Job:* Assemble/set-up registration (Day 1), confirm rider's registration information, distribute rider packet (shirts), parking passes, answer general questions regarding proper areas to store bikes, long-term/short-term parking, camping locations, etc.
- c. *RWEV Needs:* 4 people Friday & Saturday (April 8-9), 2 people Sunday & Monday (April 10-11)
- d. *Time Commitment:*
 - Friday April 8: afternoon shift 12:00 pm to 6:00 pm and evening shift 4:00 pm to 10:00 pm.
 - Saturday April 9: morning shift 6:00 am to 2:00 pm and afternoon shift 1:00 pm to 9:00 pm.
 - Sunday April 10: morning shift 6:00 am to 2:00 pm and afternoon shift 1:00 pm to 9:00 pm.
 - Monday April 11: 6:00 am to 11:00 am (breakdown for move occurs Monday AM, any leftover packets will be placed at headquarters)
- e. *One 6-8 hour shift per day will qualify for RWEV riding one-day tour discount*

C. Parking

Position Description

- a. *Discount Designation:* 1 or 2 day RWEV
- b. *Job:* Places parking signs to direct arriving riders. Directs people into appropriate (long-term/short-term) parking area while maximizing use of space, directs people to the location of packet pick-up and HQ/Hospitality, manages load/unload areas while onsite to ensure that people are not parking in load/unload zones.
- c. *RWEV Needs:* 4 people Friday afternoon (April 8), 4 people Saturday (April 9), 1 person Sunday (April 10), 1 person Monday (April 11) for designation and management of load/unload zones, general assistance and location questions, general questions.
- d. *Time Commitment:*
 - Friday (April 8) early afternoon shift 12:00 pm 6:00 pm and late afternoon shift 4:00 pm to 10:00 pm.
 - Saturday (April 9) morning shift, 6:00 am to 2:00 pm and afternoon shift 1:00 pm to 9:00 pm.
 - Sunday (April 10) morning shift, 6:00 am to 2:00 pm and afternoon shift 1:00 pm to 9:00 pm.
 - Monday (April 11) morning shift 6:00 am to 11:00 am
- e. *One 6-8 hour shift per day will qualify for RWEV riding one-day tour discount*

2. Support & Gear (SAG)

A. SAG Coordinator

Position Description

- a. *Discount Designation:* 7 day non-riding RWEV
- b. *Job:* Oversees SAG Captain, SAG RWEVs, and Law Enforcement coordination. The SAG coordinator is the first point of contact for riders (handles all dispatch calls), and will respond to any rider medical emergencies on route.
- c. *RWEV Needs:* 1 person
- d. *Time Commitment:* Saturday (April 9) to Thursday (April 14) hours are 6:00 am to 6:00 pm daily. On Friday (April 15) hours will be 6:00 am to 4:00 pm.

B. SAG Captain

Position Description

- a. *Discount Designation:* 7 day non-riding RWEV
- b. *Job:* Oversee Works directly with SAG coordinator and oversees all SAG RWEVs
- c. *RWEV Needs:* 1 person
- d. *Time Commitment:* Saturday (April 9) to Thursday (April 14) hours are 6:00 am to 6:00 pm daily. On Friday (April 15) hours are 6:00 am to 4:00 pm.

C. SAG Drivers

Position Description

- a. *Discount Designation:* 7 day non-riding RWEV
- b. *Job:* Works under the SAG Captain driving route and route alternatives to support riders needs. Must have good navigational skills and/or GPS to avoid riding directly on route. (RWEV must have the following: own vehicle – gas will be reimbursed, current vehicle insurance, and current vehicle registration and valid drivers license).
- c. *RWEV Needs:* 4 people, Saturday April 9th to Friday April 15th
- d. *Time Commitment:* Saturday (April 9) to Thursday (April 14) hours are 6:00 am to 6:00 pm daily. On Friday (April 15) hours will be 6:00 am to 4:00 pm. Please note general SAG hours begin at daylight and end when the last rider makes it back to host site. As such, longer work hours may be required.

D. SAG Roving Mechanic

Position Description

- a. *Discount Designation:* 7 day non-riding RWEV
- b. *Job:* Works under the direction of the SAG Coordinator driving route and route alternatives to support riders needs. Must have good navigational skills and/or GPS to avoid riding directly on route. Must have own tools, vehicle, parts, etc. (gas will be reimbursed, current vehicle insurance, and current vehicle registration and valid drivers license).
- c. *RWEV Needs:* 1 person, Saturday April 9th to Friday April 15th
- d. *Time Commitment:* Saturday (April 9) to Thursday (April 14) hours are 6:00 am to 6:00 pm daily. On Friday (April 15) hours will be 6:00 am to 4:00 pm. Please note general SAG hours begin at daylight and end when the last rider makes it back to host site. As such, longer work hours may be required.

3. Hospitality & Headquarters

Positions & Descriptions

A. Hospitality Captain

- a. *Discount Designation:* 7 day non-riding RWEV
- b. *Job:* Oversee Hospitality Tent, hospitality RWEVs, management of merchandise, management of Gatorade & water tree, generally first point of contact for most riders.
- c. *RWEV Needs:* 1 person every day
- d. *Time Commitment:* Friday (April 8) hours are 12:00 pm to 9:00 pm. Saturday (April 9) through Thursday (April 14) hours are 6:00 am until 9:00 pm daily. Friday April 15th, hours are 6:00 am to 4:00 pm.

B. Hospitality RWEV

- a. *Discount Designation:* 1 & 2 day riding RWEV.
- b. *Job:* Assist hospitality captain and headquarters coordinator with merchandise sales, general questions from riders, phone charging stations, etc.
- c. *RWEV Needs:* 4 people move days (April 8, April 11, April 13, April 15) and 2 people on layover days.
- d. *Time commitment:* Friday (April 8) hours will be 12:00 pm to 9:00 pm. Saturday (April 9) through Thursday (April 14) morning shift will be 6:30 am to 2:00 pm and afternoon shift, 1:00 pm to 9:00 pm. On Friday April 15th, hours will be 6:00 am to 4:00 pm.
- e. *One shift per day will qualify for RWEV riding one-day tour discount*

C. Headquarters Coordinator

- a. *Discount Designation:* 7 day non-riding RWEV.
- b. *Job:* Assist Tour Director and Assistant Tour Director with operations & managements, general merchandise sales, and questions from riders, etc.
- c. *RWEV Needs:* 1 person every day.
- d. *Time Commitment:* Friday (April 8) hours are 12:00 pm to 9:00 pm. Saturday (April 9) through Thursday (April 14) hours are 6:00 am until 9:00 pm daily. Friday April 15th, hours are 6:00 am to 4:00 pm.

4. Facilities

Positions & Descriptions

A. Facilities Manager

- a. *Discount Designation:* 7 day non-riding RWEV
- b. *Job:* Oversee set-up at host site for vendors, hospitality tent, tend to Port-a-potties supplies, trash removal through out the host site, on site signage to shuttles, bathrooms, meal locations, tend to water tree/Gatorade at hospitality tent
- c. *RWEV Needs:* 1 person
- d. *Time Commitment:* Friday (April 8) hours are 12:00 pm to 9:00 pm. Saturday (April 9) through Thursday (April 14) hours are 6:00 am until 9:00 pm daily. Friday April 15th, hours are 6:00 am to 4:00 pm.

B. Facilities RWEV

- a. *Discount Designation:* 1 & 2 day riding RWEV.
- b. *Job:* Assist with host site facilities management including:

- i. Stocking Port-a-potties with appropriate supplies
 - ii. Stocking men's/women's restrooms with appropriate supplies and trash management
 - iii. Trash removal through out the host site
 - iv. On site signage to shuttles, bathrooms, meal locations
 - v. Host Site mini rest stop
 - vi. Water stations
 - vii. Break down and set up of host sites on move day
- c. *RWEV Needs:* 2 people everyday (1 man/1 woman).
 - d. Friday (April 8) hours will be 12:00 pm to 9:00 pm. Saturday (April 9) through Thursday (April 14) morning shift will be 6:30 am to 2:00 pm and afternoon shift, 1:00 pm to 9:00 pm. On Friday April 15th, hours will be 6:00 am to 4:00 pm.
 - e. *One shift per day will qualify for RWEV riding one-day tour discount*

C. Luggage Truck Loader/Un-loader and Drivers RWEV

- a. *Discount Designation:* 1 & 2 day riding RWEV.
- b. *Job:* Assist with loading and unloading of indoor/outdoor campers
- c. *RWEV Needs:* 4 people every move day.
- d. *Time commitment:* Move Days (April 11, April 13, and April 15). Shift 6:00 am to 2:00 pm.
- e. *One shift per day will qualify for RWEV riding one-day tour discount*

D. Supply Truck Driver & Assistant

- a. *Discount Designation:* 7 day non-riding RWEV preferred however assistant can be 1 & 2 day riding RWEV. Priority will be given to a 7 day non-riding RWEV applicant
- b. *Job:* Assist with loading and unloading of rest-stop and facility supplies as needed
- c. *RWEV Needs:* 2 people every day.
- d. *Time commitment:* Friday (April 8) from 12:00 pm to 9:00 pm, Saturday (April 9) through Thursday (April 14) hours are 6:00 am to 9:00 pm daily. Friday (April 15) hours are 6:00 am to 4:00 pm, however hours will vary based on needs. RWEVs must be available as needed for the entire day.
- e. *One shift per day will qualify for RWEV riding one-day tour discount*

5. Sign Placement

Position Description

A. Sign Captains (Morning Captain & Afternoon Captain)

- a. *Discount Designation:* 7 day riding or non-riding RWEV.
- b. *Job:* Places directional signs on cycling route
- c. *RWEV Needs:* 2 people each day
- d. *Time Commitment:* Saturday (April 9) to Friday (April 15). Morning Captain is from 5:00 am to 2:00 pm. Afternoon Captain is from 3:00 pm to 7:00 pm.

B. Sign Placement RWEV (Mornings)

- a. *Discount Designation:* 7 day riding or non-riding RWEV preferred however, assistant can be 1 & 2 day riding RWEV. Priority will be given to a 7 day riding or non-riding RWEV applicant
- b. *Job:* Places directional signs on cycling route
- c. *RWEV Needs:* 1 person each day
- d. *Time Commitment:* Saturday (April 9) to Friday (April 15). Morning shift is 5:00 am to 11:00 am.

C. Sign Removal RWEV (Afternoon/Evenings)

- a. *Discount Designation:* 7 day riding or non-riding RWEV preferred however, assistant can be 1 & 2 day riding RWEV. Priority will be given to a 7 day riding or non-riding RWEV applicant
- b. *Job:* Places directional signs on cycling route.
- c. *RWEV Needs:* 1 person each day
- d. *Time Commitment:* Saturday (April 9) to Thursday (April 14). Afternoons 1:00 pm to 7:00 pm. Friday (April 15) afternoon 12:00 pm to 4:00 pm

6. Medical

Position Description

A. Medical Director

- a. *Discount Designation:* 7 day non-riding RWEV.
- b. *Job:* Assist with minor medical needs and advice. Must have paramedic or nursing certifications at minimum. Must provide certifications to Bike Florida upon request.
- c. *RWEV Needs:* 1 person each day
- d. *Time Commitment:* Saturday (April 9) to Thursday (April 14) stationed at the Hospitality tent during hospitality hours (6:00 am to 9:00 pm) and on call. Friday (April 15) from 6:00 am until 4:00 pm.

7. Rest Stops

Positions & Descriptions

A. Rest Stop Coordinator

- a. *Discount Designation:* 7 day non-riding RWEV
- b. *Job:* Oversee rest-stop captains and community volunteers and is responsible for the operations of all daily rest stops
- c. *RWEV Needs:* 1 person
- d. *Time Commitment:* Friday (April 8) from 12:00 pm to 9:00 pm, Saturday (April 9) through Thursday (April 14) hours are 6:00 am to 9:00 pm daily. Friday April 15th hours are 6:00 am to 4:00 pm.

B. Rest Stop Captain

- a. *Discount Designation:* 7 day non-riding RWEV.
- b. *Job:* Works directly with the rest stop coordinator to assure proper rest stop operations. Rest stop captains will also oversee all rest stop volunteers assigned to their respective rest stops.
- c. *RWEV Needs:* 1 person per rest-stop van per day (total 5 people per day). Please note that rest stop captains must drive the rest

stop vans and as such, will need to leave their personal vehicles in long-term parking.

- d. *Time Commitment:* Friday (April 8) from 12:00 pm to 9:00 pm, Saturday (April 9) through Thursday (April 14) hours are 6:00 am to 9:00 pm daily. Friday (April 15) hours are 6:00 am to 4:00 pm.

C. Rest Stop Volunteer

- a. *Discount Designation:* 1 & 2 day riding RWEV.
- b. *Job:* Works directly with the rest stop captain and community rest stop volunteers to assure proper rest stop set-up and operation.
- c. *RWEV Needs:* 1 person per rest-stop van per day (total 5 people per day)
- d. *Time Commitment:* Saturday (April 9) through Friday (April 15) hours are 6:00 am to rest stop closure.
- e. *One shift per day will qualify for RWEV riding one-day tour discount*

8. Meals & Food Service

Positions & Descriptions

A. Food Service Captain

- a. *Discount Designation:* 7 day riding or non-riding RWEV
- b. *Job:* Coordinate Food Service RWEV.
- c. *RWEV Needs:* 1 person
- d. *Time Commitment:* Saturday (April 9) through Thursday (April 14) from 5:00 am to 9:00 am and from 4:00 pm to 9:00 pm. Friday (April 15) from 5:00 am to 9:00 am and end of ride surprise.

B. Food RWEV

- a. *Discount Designation:* 1 & 2 day riding RWEV
- b. *Job:* Work with the food service captain as needed
- c. *RWEV Needs:* 2 people each morning and each evening
- d. *Time commitment:* Saturday (April 9) through Thursday (April 14) from 5:00 am to 9:00 am and from 4:00 pm to 9:00 pm. Friday (April 15) from 5:00 am to 9:00 am and end of ride surprise.
- e. *Two shifts per day will qualify for RWEV riding one-day tour discount*

C. Meal Checker

- a. *Discount Designation:* 7 day riding RWEV.
- b. *Job:* Checks morning and evening meal tickets
- c. *RWEV Needs:* 2 people each day
- d. *Time Commitment:* Saturday (April 9) through Thursday (April 14) from 5:00 am to 9:00 am and from 4:00 pm to 9:00 pm. Friday (April 15) from 5:00 am to 9:00 am.
- e. *Two shifts per day will qualify for RWEV riding one-day tour discount*

9. Shuttle Drivers

Position Description

- a. *Discount Designation:* 1 or 2 day non-riding RWEV.

- b. *Job:* coordinate and drive shuttles to the airport to pick-up and drop off riders
- c. *RWEV Needs:* 2 people Friday April 8, Saturday April 9, and Friday April 15.
- d. *Time commitment:* Hours will vary based on needs and flight schedules. RWEVs must be available as needed for the entire day.
- e. *One shift per day will qualify for RWEV riding one-day tour discount*