



Gateway Area Chapter Rest Stop Volunteer Job Description

Department / Program or Event: **Bike MS**

Reports To: Site Volunteer Lead and/or Staff Member

E-mail: amanda.dieker@nmss.org (prior to day-of event)

Phone: 1-800-344-4867 (prior to day-of event), 636-219-3990 (day(s)-of event only)

Location: Report directly to your assigned rest stop location

Position Summary: Help NMSS raise funds for MS research and local programming and services by ensuring that BIKE MS is a safe and enjoyable event for all attendees.

Responsibilities/Duties:

- **Rest Stop Volunteers:**

- Your rest stop captain may contact you prior to the event to coordinate bringing needed supplies to the event such as: music, additional home baked snacks and; please cooperate with this coordination effort.
- Assist with the set-up and take down of the rest stop items (tents, tables, etc.), as well as the loading and unloading of supplies to and from Bike MS supply trucks and/or trailers.
- Your rest stop captain may assign you to one or more of the following responsibilities:
 - Greeter - warmly greet cyclists and effectively direct them to appropriate areas (Medical, port-a-potties, water, food, SAG pick up location, Bike Maintenance, Etc.).
 - Hydration - To mix and keep stocked supplies of Gatorade or water for cyclists
 - Food Prep - Assist with food preparation (slicing fruit, making sandwiches, etc.).
 - Serve food in "bite size" portions to reduce waste. Cyclists and volunteers may have as many servings as they like, but keep the portions small.
 - Monitor food supplies and communicate any shortages to your captain **at least 30 min. before you run out of the supply.**
 - Cleaning Crew: Oversee the cleanliness of the rest stop site by making sure the property is well maintained during and after the rest stop is open or closed.
 - Stack empty bottles and remaining supplies neatly for pick-up.
 - Do not throw away empty water bottles or bread racks.
- Report any injuries to your captain or the medical volunteer, and be alert and aware of the safety of the riders.
- **CHEERS AND OVATIONS** - For many cyclists, rest stop volunteers are the sweetest sight on the Ride. Please encourage them and thank them for riding to help find a cure for MS.
- Ensure that resting cyclists' bikes are off the road and clear of oncoming traffic.
- Lunch will be provided for rest stop volunteers and will be dropped off by the supply truck.
- **BEST REST STOP COMPETITION** - Cyclists vote each day for the best rest stop. Create themes such as a luau, western town, sports and join in the fun! We're looking for a fun and

festive atmosphere!! Feel free to bring signs or displays to publicize your group, encourage riders and to make your rest stop stand out.

- **ALL VOLUNTEERS: NOTIFY SITE COORDINATOR, VOLUNTEER LEAD OR CAPTAIN OF ANY UNSAFE OR MEDICAL SITUATIONS THAT COME TO YOUR ATTENTION!!**

Qualifications/Requirements:

- Desire to provide excellent customer service and treat everyone with the utmost respect.
- Transportation to and from the event location is required.
- HAVE FUN & KNOW THAT YOU HELPING FAMILIES AFFECTED BY MS!!