



Town of Estes Park
2016 Ride the Rockies
Volunteer Opportunities

SUMMARY

The Town of Estes Park Events Department is seeking volunteer coordination from individuals and service clubs for the upcoming Ride the Rockies tour on June 16-17, 2016. The selected organization(s) and individuals will be working closely with the Events Department to coordinate the event.

BEER SALES AT ENTERTAINMENT SITE (limit one organization)

Beer sales are coordinated through the RTR beer sponsor, Odell Brewing, and proceeds benefit the local coordinating organization. Sale price will be consistent throughout the event at \$4 per 16 oz. cup. Organizations purchase kegs at a discounted rate from our beer sponsor.

The Organization will be responsible for coordinating the beer garden logistics and providing a fenced beer garden with tents, tables and chairs for customers. Our beer sponsor will provide a refrigerated truck with taps, tents for servers, cups and wristbands.

Volunteers

2:00 p.m. to 9:30 p.m. 6 total during a shift, recommended set up:

- 2 money/order takers – 2 cash boxes will be provided. Position people here that can make payments quick. The more customers through, the more dollars made.
- 2 pourers – Odell rep will assist in making sure the pours are consistent and delicious.
- 2 beverage movers – grab the ordered beer from the pourer and hand it to the customer who has paid already.

What you will need to provide

- Tables - a minimum of 3 tables.
- Square Reader - if someone from your volunteer group has access to a square reader, these are the small devices that attach to an iPhone or an iPad giving you access to read credit cards for payment. A few host cities utilized this technology in the past with great success. The Square Reader, handheld device, and knowledge of its use will not be provided.
- Cash - roughly \$500 to make change.
- Blank check - for the final balance to be paid prior to total teardown of site and moving of truck. A handwritten invoice will be provided.
- Trailer fee – a trailer fee will be applied to the final invoice.

MEALS

Organizations or individuals will provide community meals at a low cost (\$4 - \$10). It is always popular to have multiple options available for meals. **NOTE:** Ride The Rockies requires that all products used for food service be recyclable or compostable. Discounts on bulk orders are available through ZeroHero.

- **Breakfast:** Served approx. 5:00 a.m. - 8:30 a.m. for approx. 400 – 600, @ HQ site on day of departure
- **Lunch:** Served 11:00 a.m. - 4:00 p.m. for approx. 300 – 400 @ HQ site on day of arrival
- **Dinner:** Served approx. 4:00 p.m. - 9:30 p.m. for approx. 400 – 600, @ Beer Garden/Entertainment site on day of arrival

Menu

Though most riders are interested in foods that are high in complex carbohydrates and low in fat, there is a wide variety of people on the tour. For simplicity's sake, they can be divided into two groups; **NOTE:** Samples menu's from the tour are available upon request.

- **Granola Heads** - These people cringe at the thought of fats and processed sugars. Complex carbohydrates such as green vegetables, potatoes, whole grains or foods made from them, such as oatmeal, pasta, and whole-grain breads are their life.
- **Human Disposals** - These people don't want to hear about "nutrition". They'll pedal up Wolf Creek Pass fueled by a breakfast burritos, stop at the top for a Snickers or two, then coast into town for barbecued ribs and beer.

BAGGAGE PERSONNEL & HYDRATION STATION

Number of volunteers needed: Four to six (4 - 6)

Responsibilities:

- Arrival day: Assist RTR staff on the day of arrival with off-loading baggage and moving participant's luggage from baggage trucks to their camping areas.
- Departure day: Assist participants in loading their luggage onto the baggage trucks and set-up and monitor the Hydration Station. The hydration station will include four 30-gallon jugs, provided by RTR. The jugs will need to be filled and refilled with water and two of the four jugs will need to be prepared with Skratch mix.

Time requirements: Headquarters Site (HQ)

- 11:00 a.m. – 6:30 p.m. on arrival day
- 5:00 a.m. – 9:00 a.m. on departure day

GREEN TEAM- Composting & Recycling

Number of volunteers needed: Ten (10)

Responsibilities:

- Assist ZeroHero with three-stream waste management tents.
- Volunteers will be trained the day of the event.

- Volunteers will be asked to do some heavy lifting.
- A Zerohero representative will connect with the volunteer lead prior to the tour to coordinate a meeting time and location.

Time Requirements: During busy meal times. Specific times TBD, estimated times listed below:

- (5-10) HQ site during lunch, 11:00 a.m. – 4:00 p.m.
- (5-10) Entertainment site during dinner, 4:00 p.m. – 9:30 p.m.
- (10) For morning breakfast and final breakdown, 6:00 a.m. – 10:00 a.m.

TRAFFIC DIRECTION & PARKING PERSONNEL

Number of volunteers needed: Eight to ten (8-10)

Responsibilities:

- There will be several vehicles needing direction to certain parking areas. Due to congestion, it is necessary to limit access to parts of the parking areas at the tour HQ Site and possibly traffic in the immediate vicinity.
- Security and traffic direction should be provided by adult volunteers.
- Secured lots must be roped off the day before arrival.
- Volunteers will need to patrol private support vehicles, RV parking, vendor parking, staff parking and participant gear drop-off locations.
- Access to staff parking areas may be granted to any vehicle with an official RTR magnet or sticker.
- Access to private support parking lots, including RV lots, may only be granted to vehicles with their private support vehicles decal displayed on the hood of their car or RV.

Time requirements:

- **Private support parking;** vehicles will have a private support decal displayed on the hood of their cars, RV's are included in this program and will display the same decal, but may have a separate parking location
 - 9:00 a.m. – 6:30 p.m.
- **RV parking;** Rv's will display a Private Support decal on the hood of their vehicle
 - 9:00 a.m. – 6:30 p.m.
- **Staff parking;** staff vehicles will be equipped with RTR Decals
 - 8:00 a.m. – 4:00 p.m.
- **Participant gear drop-off;** will need to be monitored so that vehicles are parked for no longer than 10 minutes while they unload gear. Volunteers will then need to provide directions to appropriate parking lots for long-term parking
 - 8:30 a.m. – 6:00 p.m.
- **Shuttle pick-up/drop-off;** will need to be coned off and monitored so that no vehicles, other than shuttle busses park.
 - 10:00 a.m. – 6:00 p.m.

ROAMING VOLUTNEERS- HQ Site & Entertainment

Number of volunteers needed: Four to six (4-6)

Responsibilities:

- Staff community information booth at the HQ site
- Serve as ambassadors and assist with set-up at the HQ & entertainment site operations.
- Volunteers may be asked to serve as road marshals.

Time Requirements:

- HQ; 10:00 a.m. – 6:30 p.m.
- Entertainment; 2:00 p.m. – 9:30 p.m.

ADDITIONAL OPTIONS

- **Bike Wash Area**– space for a local bike shop or non-profit, with bike washing experience & materials, to set-up and wash bicycles. Must have access to a water spigot and possibly power, if using a power washer. Ideally this will be in the same location as the demo area or near bike corral.
- **Snacks**- It is very popular to sell snacks at the headquarter site, such as pie, ice cream, baked goods, popcorn, pizza, etc. These sales help create a festive atmosphere and can be excellent fundraisers for local groups such as sports teams, churches, etc.

COMPENSATION

The following areas have fundraising opportunities available. All payment of all expenses and collection of revenues are to be handled by the selected organization:

- Beer Sales
- Meals
 - Breakfast
 - Lunch
 - Dinner
- Bike Washing
- Snacks

Ride The Rockies will make a donation to each town, \$2,000, to be distributed amongst other volunteer areas that do not have fundraising opportunities (see below). These amounts will be distributed on a case by case basis. Should an organization take on all of the volunteer areas, that organization will receive the full donation amount; \$2,000.

- Baggae Personnel & Hydration Station
- Green Team- Composting & Recycling
- Traffic Direction & Parking Personnel
- Roaming Volunteers- HQ & Entertainment Site