



PM Shuttle Greeter Job Description – Little Compton, Westport, & Rochester

Overview: The PM Shuttle Greeter volunteer is the point person at each start line to greet cyclists as they return to their cars. The Greeter should make sure the bike truck arrives on time, and calls the Event Associate if it does not. The Greeter helps the truck driver unload bikes upon arrival. Once the cyclists arrive on their bus, the Greeter welcomes them and helps them load their bikes onto their cars. Once all bikes are accounted for, the Greeter calls the Event Associate to confirm.

Timing:

Rochester – 5:15pm arrival, help unload bikes from truck, cyclists arrive at 5:45pm, job ends at 7pm or once all cyclists are good to go

Westport – 5:30pm arrival, help unload bikes from truck, cyclists arrive at 6pm, job ends at 7:15pm or once all cyclists are good to go

Little Compton – 6pm arrival, help unload bikes from truck, cyclists arrive at 6:30pm, job ends at 7:45pm or once all cyclists are good to go

Detail & Contacts: see Truck & Shuttle schedule for details and contact names and numbers.

Important: PM shuttles are returning riders and bikes to all 3 start lines. Bikes for 35/Rochester are in one truck, bikes for 75/Westport and 100/Little Compton are together in a second truck.

Help to make sure that 75/Westport and 100/Little Compton bikes end up at the right place.

Bike trucks should leave as soon as they are packed to get ahead of the rider shuttle – ideally 15 minutes before the shuttle buses - leaving time to unpack bikes before the people arrive.

SHUTTLE CHECK-IN SUPPLIES

Item	Qty.	Source	Transport	Packed	Rec'd	Notes
Name tag	1	Vol captain				
Trucks & Shuttles sched	1	Event Assoc				