VOLUNTEER JOB DESCRIPTION

Position Title: **Bike To Work Day EVENT VOLUNTEERS**

Dates/Days/Times:	Thursday, May 3, 2012	3 p.m. to 8 p.m. *(approximately)*
	Thursday, May 10, 2012	7 a.m. to 9 a.m. *(at designated Energizer Stations)*
	Minimum requirement:	Two hours per day *(three-hour shifts preferred)*

Pre-Event Tasks:

BTWD Event Volunteers will assist PTCRA staff in completing various tasks in preparation for this annual event. For the most part, the Bag Stuffing Party will be held on Thursday, May 3rd, from 3 p.m. to 8 p.m..

Primary assignment will be to assemble and place printed materials and items inside the 2,200 musette bags that will be given to BTWD participants on Thursday morning, May 10th at designated Energizer Stations throughout San Mateo County.

BTWD Event Tasks:

Volunteers will assist Energizer Station Leads in welcoming BTWD commuters at the designated sites. These may include serving coffee and snacks, counting bike commuters.

Volunteer Requirements:

- Volunteers must be able to follow directions and work in a team environment.
- All Volunteers will be requested to sign-in and sign-out with the designated Alliance staff before and after each shift.
- Student Volunteers must be at least 16 years old. *(Exceptions may be made if the volunteer is accompanied by a parent. This will be assessed on a case-by-case basis.)*

Application Process:

All volunteers must complete the Volunteer Application form prior to starting their first shift.

Student Volunteers *(younger than 18 years old)* are required to get parental permission. Please submit the required forms to PTCRA as soon as possible.

- by FAX: 650.588.8171
- by EMAIL *(scanned documents)*: karen@commute.org
- or by MAIL to: Ms. Karen Sumner, PTCRA, 1150 Bayhill Drive, Suite 107, San Bruno 94066

Adult Volunteers: Please email us your availability (dates/day/times) to: karen@commute.org

THANK YOU in advance from the Alliance staff for your assistance and support of BTWD 2012!