a free open-to-the-public bike/pedestrian event in Stevens Point

**Sept. 22 (times of shifts below)**

**Volunteer Positions**

*Each volunteer will receive a FREE volunteer t-shirt which must be worn during the event.*

*Contact Trevor Roark, UWSP Adventure Tours Program Manager, regarding volunteering: 715-340-8186, adventure.tours@uwsp.edu*

*Visit the website for more information about the event: www.cicloviawi.com*

**Bikes Belong Booth:**

**Volunteers needed:** 1  
**Time(s):** 12:00pm-2:00pm  
**Attend Training on Sept. 21:** No  
**Age Requirement:** 16+  
**Org. Website:** www.bikesbelong.org  
**Location:** Schmeeckle Visitor’s Center  

**Organization Overview:** Represent the national movement called Bikes Belong, a non-profit org. that was developed by the U.S. bicycle industry. The mission is to get more people on bikes more often. They focus on 4 areas: 1) Federal Policy & Funding  2) Community Grants  3) Promoting Bicycling &  4) National Partnerships.

**Role Description:** Advocate for bicycling by handing out materials from Bikes Belong. Talk to participants about Bikes Belong and its mission. Maintain the look and stock of materials available. Assist in setup and take down of Bikes Belong booth.

**Videographer/Photographer:**

**Volunteers needed:** 2  
**Time(s):** 10:00am-12:00pm or 12:00pm-2:00pm  
**Attend Training on Sept. 21:** No  
**Age Requirement:** 18+  
**Org. Website:** NA  
**Location:** along the whole route  

**Organization Overview:** NA  

**Role Description:** Take digital photos and/or video at many different locations of the event. Use the route map as a guide to walk or bike along the route and cover the whole event. Try to photograph as many different locations and scenes as possible. Target subjects such as participants doing Zumba, participants doing Yoga, kids riding bicycles, families, fun angles and locations, scenes with participants walking, bicycling, rollerblading, skating, etc., participants talking with vendors, etc. Transfer copies of photos to UWSP Adventure Tours for royalty-free use in promoting next year’s event. Digital camera is not provided (unless you are UWSP Faculty/Staff or Students).

www.cicloviawi.com
Bike Ambassadors (morning shift):

Volunteers needed: 6  
Time(s): 10:00am-12:00pm

Attend Training on Sept. 21: Yes  
Org. Website: NA

Age Requirement: 18+  
Location: along a section of the route

Organization Overview: NA

Role Description: Ride your own bike along assigned sections of the Ciclovia WI route. Increase the safety of the route by observing participants, making sure participants aren’t doing anything dangerous or destructive, encouraging participants to be safe and follow basic rules of the road, reporting any issues or accidents to the Volunteer Coordinator. Plus, give route directions to those that ask. Bike Ambassadors must carry a charged cell phone in case direct communication is necessary. Report any accidents to SP Police Dept.

Bike Ambassadors (afternoon shift):

Volunteers needed: 6  
Time(s): 12:00pm-2:00pm

Attend Training on Sept. 21: Yes  
Org. Website: NA

Age Requirement: 18+  
Location: along a section of the route

Organization Overview: NA

Role Description: Ride your own bike along assigned sections of the Ciclovia WI route. Increase the safety of the route by observing participants, making sure participants aren’t doing anything dangerous or destructive, encouraging participants to be safe and follow basic rules of the road, reporting any issues or accidents to the Volunteer Coordinator. Plus, give route directions to those that ask. Bike Ambassadors must carry a charged cell phone in case direct communication is necessary. Report any accidents to SP Police Dept.

Participant Survey Administrator (morning shift):

Volunteers needed: 4  
Time(s): 10:00am-12:00pm

Attend Training on Sept. 21: Yes  
Org. Website: NA

Age Requirement: 18+  
Location: at one of the 4 Active Rest Stops

Organization Overview: NA

Role Description: Administer participant surveys to as many participants as possible within the assigned Active Rest Stop. Actively ask people around the assigned Active Rest Stop to complete surveys even if they don’t volunteer to first. Make sure completed surveys get placed into the survey boxes. Count the number of participants in sight.
Participant Survey Administrator (afternoon shift):

Volunteers needed: 4
Time(s): 12:00pm-2:00pm
Attend Training on Sept. 21: Yes
Org. Website: NA
Age Requirement: 18+
Location: at one of the 4 Active Rest Stops

Organization Overview: NA
Role Description: Administer participant surveys to as many participants as possible within the assigned Active Rest Stop. Actively ask people around the assigned Active Rest Stop to complete surveys even if they don’t volunteer to first. Make sure completed surveys get placed into the survey boxes. Count the number of participants in sight.

Active Rest Stop Coordinator (morning shift):

Volunteers needed: 4
Time(s): 10:00am-12:00pm
Attend Training on Sept. 21: Yes
Org. Website: NA
Age Requirement: 20+
Location: at one of the 4 Active Rest Stops

Organization Overview: NA
Role Description: Assist in setup and/or take down of the Active Rest Stop equipment/supplies. Help vendors/programs with tables, electricity, chairs, small tents, etc. Make sure water supply in jugs never runs out. Communicate any equipment / supply needs / malfunctions to the Volunteer Coordinator. Run the info booth at the assigned Active Rest Stop. Talk with participants and help them with the route, different programs, bathroom locations, or any other questions.

Active Rest Stop Coordinator (afternoon shift):

Volunteers needed: 4
Time(s): 12:00pm-2:00pm
Attend Training on Sept. 21: Yes
Org. Website: NA
Age Requirement: 20+
Location: at one of the 4 Active Rest Stops

Organization Overview: NA
Role Description: Assist in setup and/or take down of the Active Rest Stop equipment/supplies. Help vendors/programs with tables, electricity, chairs, small tents, etc. Make sure water supply in jugs never runs out. Communicate any equipment / supply needs / malfunctions to the Volunteer Coordinator. Run the info booth at the assigned Active Rest Stop. Talk with participants and help them with the route, different programs, bathroom locations, or any other questions.

www.cicloviawi.com
Setup Assistants:

Volunteers needed: 4  
Time(s): 8:00am-10:00am  
Attend Training on Sept. 21: No  
Org. Website: NA  
Age Requirement: 18+  
Location: at one of the 4 Active Rest Stops  
Organization Overview: NA  
Role Description: Assist in setup of the event. May include setting up small tents, roping off areas, setting up cones, using sidewalk chalk, running equipment/supplies, placing garbage/recycling bins, sign placement/adjustment, etc.

Take Down Assistants:

Volunteers needed: 4  
Time(s): 2:00pm-3:00pm  
Attend Training on Sept. 21: No  
Org. Website: NA  
Age Requirement: 18+  
Location: at one of the 4 Active Rest Stops  
Organization Overview: NA  
Role Description: Assist in tearing down and cleaning up the event. May include taking down small tents, collecting cones, collecting signs, running equipment/supplies, garbage/recyclables pickup, collecting garbage/recycling bins, etc.

Volunteer Check in:

Volunteers needed: 2  
Time(s): 7:45am-11:00am  
Attend Training on Sept. 21: Yes  
Org. Website: NA  
Age Requirement: 20+  
Location: at the Pfiffner Building  
Organization Overview: NA  
Role Description: Check in volunteers as they arrive to the event. Give out volunteer t-shirts, equipment, supplies, and any instructions needed. Answer questions about the event.

Volunteer Check in:

Volunteers needed: 2  
Time(s): 11:00am-2:15pm  
Attend Training on Sept. 21: Yes  
Org. Website: NA  
Age Requirement: 20+  
Location: at the Pfiffner Building  
Organization Overview: NA  
Role Description: Check in volunteers as they arrive to the event. Give out volunteer t-shirts, equipment, supplies, and any instructions needed. Answer questions about the event.

www.cicloviawi.com
Intersection Guides:

Volunteers needed: 12  
Time(s): 9:45am-12:00pm  
Attend Training on Sept. 21: Yes  
Org. Website: NA  
Age Requirement: 18+  
Location: at an assigned intersection along route  
Organization Overview: NA  
Role Description: Encourage participants to obey traffic/pedestrian laws. If needed, help participants cross the assigned intersection (in either direction). Answer questions about route and event if necessary. Communicate with bike ambassadors in case of injury or if necessary. Report any accidents to SP Police Dept.

Intersection Guides:

Volunteers needed: 12  
Time(s): 11:45am-2:00pm  
Attend Training on Sept. 21: Yes  
Org. Website: NA  
Age Requirement: 18+  
Location: at an assigned intersection along route  
Organization Overview: NA  
Role Description: Encourage participants to obey traffic/pedestrian laws. If needed, help participants cross the assigned intersection (in either direction). Answer questions about route and event if necessary. Communicate with bike ambassadors in case of injury or if necessary. Report any accidents to SP Police Dept.