**Bangor Land Trust**

**Pedal the Penobscot Bicycle Ride**

**Position Description**

**Registration Table Attendants**

PURPOSE: Prepare riders and secure payment for event participation. Answer questions. Support Bangor Land Trust by greeting bicycle riders with a warm welcome and convey appreciation for their participation. Bangor Land Trust’s paramount concern is for safety of the riders and the general public. Proper rider preparation is vital in this goal.

DAY OF REGISTRATION

* Take completed registration form from rider making sure all areas are filled out and signed.
* Secure payment and note cash, check number or credit card information
* Deliver course maps, rider helmet numbers, and shirts (if still available)
* Remind riders of rest stops, painted road arrows, sag wagon call number and finish line check-in
* Direct riders to start noting location of port-a-potty

PREREGISTERED RIDER CHECKIN

* Ask for rider name and pull appropriate goodie bag assigned
* If waiver is attached to bag, have rider sign
* Mention course maps, rider helmet numbers, and shirts (if still available) inside bag
* Remind riders of rest stops, painted road arrows, sag wagon call number and finish line check-in
* Direct riders to start noting location of port-a-potty

Time of day needed – 6 am to 11:15 am

REMINDER: We are so glad that you have decided to volunteer your time with us for this exciting fundraiser to benefit the Bangor Land Trust. Your talent, energy, positive attitude and support are greatly appreciated. Volunteers have a vital responsibility when it comes to ensuring a fun and safe event for all involved. Always remember how important your participation is to our success.