

TAHOE SIERRA CENTURY JOB DESCRIPTIONS

Title	Brief Description
Director	Oversees all aspects of ride (year-round)
Treasurer	Handles income and pays bills, prints financials for meetings
Catering Manager	Sets menu, updates food items on packing lists, coordinates food donations and ordering, does shopping run
Food Preparation Manager	Assists catering manager with basic jobs and oversees food preparation/packing on Friday
Rest Stop Supplies Manager	Updates supplies items on packing lists, coordinates unloading/loading the shed, organizes supplies staging and packing the truck on Friday, updates post event inventory
Rest Stop Support	Assists final materials staging/truck loading Friday, and is on the course on Saturday to support rest stop needs
Route Coordinator	Updates sign/safety plan, orders supplies, organizes signs and zone managers, coordinates safety equipment for route volunteers, supports safety needs on the course on Saturday
Registration	Handles all aspects of registration (online and in person), including Friday evening and Saturday
Dinner Manager(s)	Coordinates with Village/Fireside Pizza and linen supplier, set up/take down, and manages 11 adults/6 students
Merchandise Manager	Works with Design Manager and Director to establish design/colors, then orders Chico bags, water bottles, jerseys, t-shirts, and any other merchandise. Manages t-shirt distribution so all volunteers who qualify get one. Coordinates merchandise sale at registration (Friday evening and Saturday morning) and in the Village during dinner.
Design Manager*	Works with Merchandise Manager and Director to establish basic graphic style, then prepares graphic files for rack card, print ads, posters, and t-shirts.
Sponsor Coordinator	Obtains sponsors, gets logos for website and banners, sends thank you letters to sponsors, delivers merchandise
Promotions Manager	Submits ride info to various calendars, manages Facebook and web promotions, works with graphic artist to create rack cards, ads, and posters and coordinates their distribution. Also coordinates traditional publicity including writing articles for newspapers, radio PSAs, and others.
Permits Coordinator	Obtains route and rest stop permits.
Volunteer Coordinator	Updates SignupGenius for volunteer positions and coordinates email outreach. Also completes volunteer signups with phone calls or other direct appeals.
Kings Beach R.S.	Sets up/tears down and supervises 5 workers
Tahoe Donner Campground R.S.	Sets up/tears down and supervises 4 workers
Donner Lake R.S.	Sets up/tears down and supervises 10 workers
Donner Summit R.S.	Sets up/tears down and supervises 3 workers
Big Bend R.S.	Sets up/tears down and supervises 14 adults/10 student workers
Zone 1 Manager (SV to Sm. Roundabout)	Sets out/removes signs, oversees safety needs on the course including providing support for riders and route volunteers
Zone 2 Manager (SV to 267 Bypass Bridge)	Sets out/removes signs, oversees safety needs on the course including providing support for riders and route volunteers

Title	Brief Description
Zone 3 Manager (267 Bypass Bridge through Tahoe Donner to DPR)	Sets out/removes signs, oversees safety needs on the course including providing support for riders and route volunteers
Zone 4 Manager (DPR up Old 40 to Cisco Grove)	Sets out/removes signs, oversees safety needs on the course including providing support for riders and route volunteers