



PM Shuttle Greeter Job Description – Little Compton, Mattapoisett, Bourne

Overview: The PM Shuttle Greeter volunteer is the point person at each start line to greet cyclists as they return to their cars after their ride. The Greeter should make sure the bike truck arrives on time and calls the Event Manager 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 Manager to confirm.

Timing:

Bourne – 5:00pm arrival, help unload bikes from truck, cyclists arrive at 5:25pm, job ends at 6:00pm or once all cyclists are good to go

Mattapoisett – 5:30pm arrival, help unload bikes from truck, cyclists arrive at 5:45pm, job ends at 6:30pm or once all cyclists are good to go

Little Compton – 6:05pm arrival, help unload bikes from truck, cyclists arrive at 6:20pm, job ends at 7:00pm or once all cyclists are good to go

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

Important: PM shuttles return riders and bikes to all 3 start lines. Bikes for 100/Sakonnett Point are in one truck, 41/Mattapoisett are in a second truck, bikes for 20/Bourne are in a third truck. **Please make sure that every rider you check in has their bike in the right truck.** 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. (But this might not be possible with slower riders)

Event Manager: Marlissa Briggett 781-475-4526

SHUTTLE CHECK-IN SUPPLIES

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