



## 2010 STIHL Tour des Trees Volunteer Job Description: Participant Arrival Coordinator

**Purpose of volunteer opportunity:** Help organize transportation logistics and provide transportation for 2010 STIHL Tour des Trees participants arriving in Chicago July 16-17

**Time Frame:** June 28 – July 17

**Time commitment:** 25 hrs total:

- 5 hrs/wk the weeks of June 28 & July 5 ,
- 15 hrs/week of July 12

**Supported by:** TDT Director

**Financial commitment:** Must have computer, cell phone and access to vehicle(s) capable of carrying multiple passengers and their bike boxes.

**Qualifications:** Proficiency in Microsoft Excel and ability to supervise volunteers.

**Who you will be serving:** TDT participants

**Where you will volunteer:**

- O'Hare Int'l Airport
- Midway Int'l Airport
- Doubletree Magnificent Mile Hotel, Chicago

**Tasks:**

1. Work w/ TDT Director to develop arrivals logistics plan
2. Work w/ TDT Director to maintain participant arrivals database
3. Coordinate transportation of arriving participants from airports to hotel
4. Recruit volunteer drivers and vehicles

More information: contact Tour Director Paul Wood at [paul@blackbearadventures.com](mailto:paul@blackbearadventures.com)

To volunteer contact: Mary DiCarlo: [marydicarlo@treefund.org](mailto:marydicarlo@treefund.org)

