



## 2010 STIHL Tour des Trees Volunteer Job Description: End-of-Tour Rider Departure Coordinator

**Purpose of volunteer opportunity:** Help organize transportation logistics and provide transportation for 2010 STIHL Tour des Trees participants departing from Morton Arboretum July 24.

**Time Frame:** July 5-24, 2010

**Number of weeks needed:** 3 (July 5 – July 24)

**Time commitment:** 20 hrs total:

- 5 hrs/wk the weeks of July 5 & 12,
- 10 hrs/week of July 19-24

**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:** Morton Arboretum to:

- O'Hare Int'l Airport
- Midway Int'l Airport
- Naperville Amtrak Station
- Area hotels

### Tasks:

1. Work w/ TDT Director to develop departure logistics plan
2. Work w/ TDT Director to maintain participant departure database
3. Coordinate transportation of participants departing from Morton Arboretum to locations listed above.

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)

