

## **Bike Camp Walla Walla**

### **Event Check-In – Job Description**

When participants arrive for the event, there will be a process for them to check in. The check-in hours are 2-6 pm on Sunday, June 7. We'll have a total of 11 people on our Event Check-In team, under the supervision of the Event Director.

The general flow for arrivals is:

- Arrive at Stanton Hall parking lot
- Unload bags/bikes (student volunteers to help)
- Park vehicle
- Return to campus and begin check-in at Reid Campus Center
  - Whitman check-in (rooms, lanyards – WC will staff)
  - BCWW check-in (license plates, gifts, pre-ordered retail, rental tents, etc.)
- Take bags to rooms/tents

We'll have 6 people staffing the Reid Center check-in, 4 people directing traffic, and one person floating as needed.

#### **This position requires:**

- Good people skills
- Team players
- Strong communication skills
- Flexibility and diplomacy
- The ability to do physical labor, including lifting and moving heavy boxes
- An enjoyment of being with people and a strong customer-service ethic
- Making rational on-the-spot decisions
- An upbeat personality
- The willingness to step in and do whatever is necessary to get the job done

#### **Event Check-In team duties include, but are not limited to:**

- Assist in moving supplies and equipment to the Reid Center
- Set up and take down the check-in area, with help from the Infrastructure team
- Reid Center group:
  - Greet participants, review/confirm their details (room/tent/meal plan/activities, etc.)
  - Hand out license plates, meal plan cards, etc.
  - Direct them to the gift and pre-order pick-up table
  - Hand out gifts and pre-ordered items
- Parking group
  - Greet riders, explain the process, oversee unloading area
  - Put bikes in storage area in Stanton Lot
  - Direct drivers toward nearest unfilled parking lot
  - Direct drivers to individual spots
  - Direct them to the Reid Center

#### **Amenities**

- Crew members will receive exclusive event gear

- We'll provide lunch in Cleveland Commons on each day you work
- You'll have access to other amenities available to the riders (snacks, beverages, etc.)
- If you work more than one day, you can ride in either BRNW 2026 week-long tour for 50% off

***For this to work, it's critical that you be a TEAM PLAYER, and be pleasant at all times. The reason we all do this – crew and riders – is to have fun!***

