

Volunteer Roles 2025



Hello and thank you for your interest in volunteering with Autism Edmonton for our Cycle 2025 event. Below you will find the descriptors of the various volunteer roles available. Positions are filled first come, first served, so please let us know your preference by emailing us at admin@autismedmonton.org.

PLEASE NOTE that all volunteers at our Cycle event must submit a Police Information Check with Vulnerable Sector Screening (PIC VS) to us. These checks must be dated within the last six months. We will supply you with a volunteer letter to submit with your application (to access the \$15.00 volunteer fee available). Once you have submitted your PIC VS to us you can also submit your \$15.00 receipt for reimbursement.

[CLICK HERE](#) for the link for the Edmonton Police Service Police Information Checks online application. If you live outside of the City of Edmonton, please apply to your local RCMP detachment.

Please contact admin@autismedmonton.org to sign up to volunteer .
We look forward to hearing from you!

Registration [4 positions]:

This very important role requires attention to detail and a friendly disposition. You are the starting point for setting up teams and ensuring all information is taken correctly. After participants receive their information, you will introduce them to the nearest 'Spark'.

- Volunteers to maintain the registration entry table; welcome and assist participants to register and provide a map to teams and individuals.
- Volunteers provide AE shirts to other volunteers and provide maps and assignments to all.

Sparks (Greeters) [5 positions]:

This very dynamic role requires an outgoing personality, who can describe and show the varied activities of the event. You will speak to participants throughout the event and provide prompts of race times, etc. Once participants are registered, you will describe & provide the cycle 'passport', while guiding them through the events area, so they know where all is located, including washrooms & food trucks.

- Energetic volunteers to meet and greet participants and spectators and provide an introduction of the event and varied locations/ activities.

- Volunteers are expected to interact with cycle attendees & check with the resource tables, if break or water is needed.

Track Marshals [8 positions]:

This integral role will assist participants in staying on track, not getting lost, and provide cheer and motivation for our attendees. At times, our marshals will need to check the track to ensure no one is lost or to assist those that may have challenges.

- 3 volunteers on short track (3 km)
- 5 volunteers on long track (5 km)
- Energetic marshals are expected to guide participants and provide clarity/support if needed.

Sensory Tent [2 positions]:

For this relaxing and engaging role, you will delicately support those who need a break from the crowds or simply need some quiet time to feed their senses, in our textural and tactile sensory retreat.

- Volunteers to softly introduce varied sensory items for our attendees.
- Ensure all items are being used as intended and integrity with the items is maintained.
- Volunteers will ensure all items are disinfected where applicable and report any concerns to Autism Edmonton Staff.

First Aiders [3 positions]:

You are a confident and safe individual, who is comfortable to perform first aid, if needed. It will be important to be alert and keep a line of site for all attendees, including our resource table participants. One First Aider will take a periodic stroll from your station and do a scan for any safety concerns on the grounds.

- Volunteers to assist cycle attendees with any first aid needs.
- 2 volunteers are always present, to organize breaks or event needs.
- Report any safety concerns to organizers, where applicable.

Bike Decorating Station [2 positions]:

Your creative and fun-loving energy will be needed to assist families, individuals and youth decorating their bikes and show them different options to suit their creative cycle needs (all forms of transportation included).

- Volunteers to assist families and individuals to safely decorate their bikes and assist, when needed & invited.

Games & Crafts Area [2 positions]:

A patient person will maintain these areas and exchange when needed, as per numbers of participants. You will be a friendly & light-hearted individual who enjoys assisting people and crafting with youth.

- Volunteers greet and meet game participants. Provide directions if needed and watch for the safety of gamers.
- Ensure the integrity of games is maintained.
- Volunteers to assist families and individuals to safely craft and assist, when needed & invited.

Set Up & Take Down [12 positions]:

You are a very adaptable and physically abled body, who adores teamwork. The show must go on & the show will end!

- Volunteers will assist in erecting tents, tables and chairs in mapped areas.
- Placing varied signage throughout the events grounds-collecting signage post event.
- Ensure snack & water area is stocked-collecting snacks and water post event.
- Assembling the sensory tent-disassembling sensory tent post event.
- Ensuring the registry table is stocked and organized-collecting all items post event.
- Ensuring there is décor at the bike decoration station-tidying area post event.
- Other duties as needed...