

Leader Responsibilities

Pre trip -- All leaders (3 leaders per team)

- Set up accommodations
 - Each leader will be responsible for $\frac{1}{3}$ of the trip. Set up overnight accommodations in each town along your $\frac{1}{3}$ of the route.
 - Along with Accommodations, also secure:
 - Showers
 - Dinner and Breakfast at the host location
 - Ensure a place for bikes
 - Set up a dialogue/presentation at any host that wants one
- Set up Volunteer activities/lecture speakers/activism (i.e. protests) along the way
 - Contact the appropriate organizations to begin planning the logistics
- Make Cue Sheets (i.e. bike directions) to plan the route for your $\frac{1}{3}$ of the trip
 - Once accommodations are more or less set, begin to route out the biking. Cue sheets need to ensure cyclists are on the safest roads possible, and map out turn by turn directions.
- Be on all conference calls pre-trip (which would be anywhere from twice a month to once a week depending on group needs)
- Monitor all rider progress - check in with each rider at minimum once a month to be a mentor/support system/answer any questions
 - Help riders with fundraising ideas, and check in on progress to reach goals
 - Answer any gear questions
 - Monitor their training prior to the trip
 - Facilitate group conversations on readings and dialogues about trip theme.
- Personal Tasks to ensure readiness for trip
 - Training
 - Fundraising (same fundraised amount as riders)
 - Bike mechanics classes
 - CPR/First aid certification course (paid for by SJT)

Pre-trip Responsibilities (to be split up amongst leader team)

- Mail drops - Call UPS' along the route. Ask them to hold mail for Social Justice Tours.
- Orientation - Plan rider orientation to ensure all needed information, safety programs, pre-trip lessons get translated prior to trip start.
- On the road food donations - Look up grocery stores, markets etc. along the route to try to solicit food donations for the team on days when food isn't provided by the host.
- Trip calendar - Make a calendar for your team for the entire summer
 - Breakout date, city, mileage, sweep, journal, town facts, town halls, laundry days,

- o Laundry is every 3 ride days- find laundromats in the appropriate towns and check their hours
- Media outreach - Contact local radio stations, media outlets etc. to create a buzz about the trip.

En route Responsibilities

- Bike safety protocol enforcement - Ensure safe riding, make continual corrections and have discussions to encourage safe riding
- Policy enforcement - Ensure riders are following all SJT protocols
- Trip logistics - Be on top of challenges and issues as they arise. Contact hosts and organizations we will meet with a few days prior to arrival to ensure all logistics are taken care of.
- Bike Mechanical issues help - Help navigate bike brake downs along the road
- Facilitation of meetings (family meetings plus daily meetings) - There will be weekly group meetings to delve into challenges amongst the trip and team. There are smaller daily meetings as well to go over the days logistics.
- Daily (if not more) meetings among leader team - Every day leaders need to meet with one another to coordinate that day's logistics
- Journals and photos - Riders will upload journals and pictures on a rotating basis. Ensure that this happens.
- Finance (track budget, uploads receipts) - Keep track of spending and make sure the trip stays under budget.
- Grant decisions - At the end of the ride, the team will decide where to give it's remaining money. Facilitate that decision making process.
- Manage chore groups → The team will be split into chore groups to ensure everything that needs to get done happens. Oversee the groups to ensure their smooth functioning.
- Host evaluations - Keep track daily of the route, the ride and the hosts for future years.

Monetary Compensation

- Leaders will be paid a stipend of \$2,000 for the climate ride
- Leaders will be paid \$1,400 for the prison ride
- Payment is broken down into three payments: The first third will be given once hosts are confirmed, the second third will be given once cue sheets and personal responsibilities are completed, and the final payment will be given at the end of the trip.

Requirements

- Ideal candidates are passionate/knowledgeable about the climate crisis, or the prison industrial complex, depending on the ride applying for.
- Comfortable facilitating and leading groups
- Knows how to work with others well, and is comfortable with consensus

- Activist/organizer background preferred
- People from marginalized backgrounds strongly encouraged to apply.
 - For the prison ride, formerly incarcerated people or people with family members/close friends incarcerated strongly encouraged to apply.
- Detail oriented and good at handling many logistics simultaneously
- Strong cyclists preferred
- Strong bike mechanic skills (not required but preferred)