

## **Epic Rides is seeking a Volunteer Coordinator for:**

### **24 Hours in the Old Pueblo mountain bike event and festival**

The Volunteer Coordinator is tasked with recruiting, communicating with, organizing, training and overseeing all volunteers and volunteer efforts for the 24 Hours in the Old Pueblo.

A good candidate can be someone who serves as a volunteer coordinator in other capacities. Additionally, they will have personal contacts and organizational contacts that can be drawn from to recruit for specific volunteer roles. Candidates might be found in trail organizations, mountain bike groups, civic clubs, or other booster organizations. The Volunteer Coordinator does not need to be a mountain biker, but should be familiar with the trails and dirt roads that make up the course and comfortable navigating them both by vehicle and on foot (or bike) when needed.

Skills required:

- Excellent organization, communication, and people skills
- Comfortable talking with a wide variety of people - speaking to groups and one on one
- Integrated into the local cycling/mountain bike community
- Experienced using computers, spreadsheets, email, and other online organizational tools

The position will commence during mid-November and conclude in late March. Time requirements:

- 5 - 10 hours/week of work during early November – late January
- 20 hours/week during the 1st and 2nd weeks of February
- Increased availability during event weekend: February 15 – 17, 2019
- 5 - 10 hours/week for the last week of February & first week of March

Maximum estimated total time is 225 hours (includes increased availability during event weekend). Compensation is \$1,000 base pay plus up to additional \$1,000 bonus based on performance of Volunteer Coordinator and performance of event.

Candidates are requested to submit a cover letter and resume to [dcastro@epicrides.com](mailto:dcastro@epicrides.com). The e.mail subject should state "24 Hours in the Old Pueblo Volunteer Coordinator Opportunity".

\*Epic Rides respectfully requests this recruitment letter not be shared on Facebook or other social networking outlets - simply through traditional e.mail or word of mouth avenues.