



Riveredge Bike Ride Coordinator

Contracted Service

March 2021

Riveredge Nature Center is seeking an individual to provide contracted event leadership & organizational services for the 29th **Riveredge Bike Ride on Sunday, June 27**. This long-standing fundraising and community event typically draws approximately 1,000 riders. Due to several unusual circumstances, including the current COVID pandemic, the 2021 Riveredge Bike Ride will be a smaller event than usual.

The Riveredge Bike Ride Coordinator will collaborate with a variety of Riveredge Nature Center staff members who also provide support for the organization and implementation of this special event. More information about the event can be found on [Riveredge's website](#).

Responsibilities

- Provide overall leadership for the event including communication with Riveredge Nature Center staff members and volunteers
- Oversee the logistics of the event and ensure all tasks are completed and/or assigned to staff and volunteers
- Staff Collaboration: the event coordinator will collaborate with the following staff positions
 - Marketing & Communications Manager: event publicity, ticket sales, media inquiries
 - Development Team: monetary sponsorships, corporate teams, in-kind donations
 - Business Manager: financial record keeping, event budget, rentals
 - Facility Manager: event-day set-up, clean-up, equipment organization
- Complete the following tasks:
 - Communication and collaboration with lead volunteers for different event communities (sag drivers, rest stops, food preparation, food tent)
 - Coordinate rentals of tents, port-a-potties and arrange delivery and pick up
 - Contact local municipalities to determine any road closures; collaborate with staff & volunteers to re-route routes if necessary
 - Schedule and lead event check-in meetings: a minimum of one per month in April, May, June; schedule more if needed
 - Source/acquire food & refreshments for rest stops & food tent
 - Determine best way to mark routes and implement route marking
 - Organize participant "swag bags"
 - Order & organize participant t-shirts
 - Organize rider check-in for event day
 - Recruit volunteers for pre-event, event, and post-event tasks
 - Complete needed event tasks as they arise
 - Create set-up maps/diagrams to aid staff and volunteers; create lists of supplies needed at each bike ride area

- Oversee event budget
- Serve as event day emergency contact for accidents, injuries, et cetera
- Assist with event clean up the week of June 27
- Lead a wrap-up meeting for the event with staff & volunteers
- Document event tasks to help in improved event organization for future years

Expectations

In addition to the responsibilities, the contract Riveredge Bike Ride Coordinator includes the following expectations:

- Identifying tasks that may not be on a list, yet need to be completed for a successful event
- Problem solving leadership for unexpected situations which may arise
- Collaborative work style with staff and volunteers
- Continuous improvement mindset to assist the event with constant improvement
- Customer service focus to ensure an exceptional experience for all participants

Time Expectations: The Riveredge Bike Ride Coordinator will have the flexibility to choose when to complete most of the tasks outlined above. Some remote work is acceptable if transparency and accountability is shared with the Executive Director. The Coordinator should expect to reserve significant time for event coordination the two-weeks prior and week after the event.

Preferred Qualifications

- Prior event coordination and leadership experience
- Prior experience with fundraising walks, runs, bike rides, or similar events
- Experience working with volunteers
- Self-starter and self-directed with a well-developed ability to work independently
- Able to work as a member of a team by sharing decision making while personally assuming responsibility and accountability
- Excellent communication skills
- Valid driver's license

Contracted Payment & Future Opportunities

This position is not a staff position at Riveredge Nature Center and is not eligible for any staff benefits. The Coordinator will need to supply Riveredge Nature Center with an invoice for services rendered in order to receive payment.

This contracted opportunity is available beginning April 1 and completes no later than Friday, July 2, 2021. For the 2021 Riveredge Bike Ride, the contracted Bike Ride Coordinator will be paid a sum of \$2,000. The schedule of payments can be negotiated as part of acceptance of this contracted opportunity.

Riveredge anticipates continuing this contracted role in future years. For the 2022 Bike Ride, this contracted position will begin in December 2021. The lump sum payment will also increase for the 2022 Bike Ride to allow inclusion of additional responsibilities in future years.

To Apply

Email your cover letter, resume, and contact information for three references (in PDF format) to jjens@riveredge.us to the attention of Jessica Jens, Executive Director. **Position is open until filled.**

Questions about this opportunity may be directed to Jessica Jens at 262-416-1068.