

BORP Revolution Ride & Safety Coordinator

Job Title: Revolution Ride & Safety Coordinator

Classification: Seasonal, Part-time, Non-Exempt

Reports to: Revolution Event Director

Hours: 250 – 300 hrs.

From: July 14, 2014 – August 29, 2014; 40 hours/week Sept. 1 – Oct. 3, 2014

Compensation: \$18 – \$20/hr

Start Date: July 14, 2014

End Date: October 3, 2014

Organization and Program Descriptions

BORP (Bay Area Outreach & Recreation Program) is the leading provider of accessible sports, fitness and recreation opportunities for people with physical disabilities and visual impairments. Our mission is to improve the health, independence, and social integration of those with physical disabilities through participation in sports, recreation, and fitness activities. We believe that these activities provide a path to greater achievement to which all people should have access.

Position Summary

The Revolution Ride & Safety Coordinator coordinates all aspects of the ride side of the BORP Revolution event including, but not limited to, route identification and marking, volunteer staffing, emergency procedures, gear procurement, rest stop and SAG coordination, coordination of disability access issues (in cooperation with Cycling Program Coordinator), and other duties as described in the Scope of Work.

The Revolution Ride & Safety Coordinator works with the Event Director, Cycling Program Coordinator and many volunteers to make the Revolution Ride an accessible, safe, and fun event for everyone involved.

Responsibilities

- Coordinate all ride-related details of the 12th Annual Revolution Ride
- Maintain the volunteer database system; accurately input and update volunteer information, prepare emails and mail distribution lists
- Organize lists and supplies needed for Rev
- Act as a lead staff person at the Rev, providing direction and assistance to volunteers
- Attend and assist with committee meetings and related event functions (i.e., Team events, team captain pub nights, Volunteer Orientation)
- Act as an integral member of the Revolution team, taking part in meetings and strategic planning sessions

See attached Scope of Work for detailed list of responsibilities.

Qualifications/Experience

- College graduate with at least 1-2 years of experience in special event planning and project management or the equivalent education and experience
- Strong customer service skills and stewardship experience is required
- Experience working with event volunteer committees, within a non-profit fundraising environment would be an asset

- A valid driver's license and access to a reliable vehicle is required
- Outstanding verbal and written communication, leadership and interpersonal skills
- Excellent organizational and time management skills, displaying an ability to prioritize and multi-task items with conflicting deadlines at various stages of completion
- Ability to maintain confidentiality at all times, sensitive to issues of disability and diversity
- Work well and build successful working relationships with internal and external partners
- Must be prompt, presentable, self-reliant, detail-oriented
- Excellent computer skills; experience on Microsoft Word, Excel, PowerPoint, Google Drive, and a customized volunteer database
- Strong teamwork and leadership skills
- Ability to work in a fast paced, high pressure professional environment
- Confident, dynamic, and a results-oriented professional who can exercise strong judgment when balancing multiple priorities with overlapping deadlines
- Ability to work independently and as part of a team
- Ability to take initiative and practice good decision-making
- Ability to be flexible and respond to a diverse workload
- Willingness to work at special events
- Passion for cycling and outdoor recreation, basic bike skills

Evening, weekend and physical event work will be required.

To Apply

Please email a cover letter and resume to Josh Thelin, Revolution Event Director.

Email: josh@borp.org

Please note: applicants must state salary expectations in order to be considered.

We appreciate your interest and will contact you if a meeting is required.

BORP is an equal opportunity employer. Individuals with disabilities encouraged to apply.

Route, Equipment, & Safety Coordinator – Scope of Work

BORP Revolution 2014

Timeframe	Tasks
July	Walk-through at Trentadue Winery with Event Director
July	Determine routes and rest stop locations
July	Determine on-course volunteer positions and draft job descriptions including locations, equipment required, and shift assignments
July	Open Volunteer Registration and begin to solicit potential volunteers including SAG drivers
August	Review and edit shopping lists for rest stops, while coordinating needs based upon what will be donated/supplied by Rest Stop sponsors with the Event Director
August	Coordination of disability access issues with Cycling Program Coordinator
August	Create emergency procedures –a plan for various contingencies, including methods of communication with all relevant parties (Event Director, SAG, Hospitals, Emergency Contact, etc.)
August	Arrange specifics of the gear that will be borrowed
August	Inventory gear at BORP, then order necessary signs, course markings, 1st aid, etc.
August	Draft and communicate safety and route rules and rest stops logistics with key volunteers
August	Contact SAG, Rest Stop, & Volunteer Coordinators to begin planning process
September	Coordinate & shop for rest stop supplies & packing for distribution
“	Begin packing first aid, non-perishable cycling food
“	Plan how all gear and food will be packed to most efficiently distribute on day-of ride
“	Final scout of routes, rest stops for construction/changes
“	Create directions and maps for SAG vehicles and relevant Ride volunteers
Friday 9/26/14	Mark routes
“	Coordinate pick up of all gear
“	Ensure delivery of port-a-potties to rest stops
“	Pack all gear and food into SAG (and Rest Stop) vehicles
Saturday 9/27	Direct all ride related operations on ride day
“	Be the point person for any ride-related emergencies; Be in continual contact with SAG.
“	Distribute rest stop materials to vehicles going to each rest stop (tents, tables, food, etc.)
“	Direct ride volunteers to assigned locations (rest stops, safety volunteers., SAG, etc.)

“	Coordinate all SAG vehicles and volunteers (routes, supplies, etc.)
“	Coordinate pick up of all rest stop materials, as well as rest stop and safety volunteers from course
“	Ensure course is swept clean (of all riders) – oversee SAG
“	Coordinate re-distribution of all gear to appropriate locations
“	Clean up - Saturday - coordinate breakdown of gear
Sunday 9/28	Clean up - Sunday - coordinate gathering of all signs and course markings and fully clear the course
“	Clean up - Sunday - coordinate sorting, cleaning, and returning gear
Early October	Revolution de-brief with entire BORP Staff and key volunteers to discuss 2014 event and how to improve
October	By 10/3/14 provide BORP with contact names and addresses for thank you notes (including, but not limited to, all rest stops, vendors, and any volunteers not registered through the registration system)
October	Evaluation and de-brief of event logistics and provide review of lessons learned