



# COLORADO-EAGLE RIVER RIDE

The Colorado-Eagle River Ride Volunteer and Event Coordinator will support the planning and execution of the 16th annual Colorado Eagle River Ride set for July 22, 2017. This is SOS Outreach's largest fundraiser of the year and draws in over 650 riders for the (1) 100, 68- or 42- mile road ride and (2) MTB ride on Beaver Creek Resort.

This is a part time, contracted role that will begin immediately with up to 4 hours a week leading up to event and full-time the week of the event and day-of. Compensation will be \$16/hour. This position will report to Development and Marketing Director and will support in planning, execution and serve as day-of contact for event.

## **PRODUCTION**

- Work with the SOS staff to implement all event activities, and on oversight of all ride management activities related to the Event. (Full truck list will be shared with ALL activities)
- Load in all production items and supplies for this venue.
- Coordinate signage or banner needs with SOS staff per sponsorship benefits.
- Assist vendor on scaffolding/truss for both the start/finish lines.
- Place barricades, signs and cones for traffic control.
- Create and implement transportation plan to move participants (SAG Vans), and rest stop supplies.
- Work with SOS staff and vendor on ordering, setting up, and removing portable chemical toilets.
- Run point for management of volunteer duties/scheduling.

## **On-courses:**

- Manage on-course operations to insure participant safety.
- Coordinate with Public Safety – police, medical, etc. - on event day operations.
- Coordinate load in of all on-course production items and supplies.
- Prepare aid station needs and delivery.
- Order and coordinate set up and removal of any on-course portable toilets.

- Work with SOS staff on overall course preparation in accordance with any and all agency permitting.
- Create and implement transportation plan to move participants from pre-determined SAG locations on course.
- Coordinate with vendor on ordering of all on-course water and food supplies.
- Coordinate and staff truck and SAG loading areas in terms of logistical layout.

### **Finish:**

- Assist with load in of all production items and supplies for this venue.
- Assist vendor staff on set up of tents, tables and chairs.
- Order and coordinate set up of any portable toilets.
- Contract vendor on scaffolding/structure for finish line.
- Work with stage and sound coordination for finish line festival.
- Work with SOS staff on truck, bus and coaches loading area in terms of logistical layout.

### **General**

- Prior to event: Manage and facilitate all truck staging and loading, including volunteer coordination of labor to load and unload all rest stop trucks.
- Coordinate/staff arrangements for, SAG vans and trucks, for all rest stop supplies and participant moving.
- Work with the SOS staff in the planning, design, layout of all production and facilities requirements for the Event including start lines, rest stops and finish line.
- Coordinate with SOS staff on any paperwork and necessary local, state and/or federal permits as it applies to venues and the event routes.
- Supply Management: Procure and secure all necessary items all rest stops, finish line and start line areas (identified through past event documentation\_
- Identify on course and finish line food and beverage needs to the SOS.
- Oversee all event production and logistics and related subcontractors.

All interested candidates, please email Rebecca Gould, Development and Marketing Director at [rgould@sosoutreach.org](mailto:rgould@sosoutreach.org) to schedule meeting and interview.