

## **Position Announcement Coordinator of 2017 Blackberry bRamble Event**

### **Background**

The Blackberry bRamble is an annual bicycle event organized by the Greater Eugene Area Riders (GEARS), the largest membership bicycling organization in Lane County, Oregon. The event includes three routes of 40-, 62-, and 100-miles and is held in conjunction with a 10/20-mile family/community ride. When riders return they enjoy pie, ice cream, and beer (for 21+ riders) and a “celebration” with cycling related vendors and food trucks. The bRamble typically attracts approximately 300 riders to the longer routes and 75-100 participants for the family/community ride. An extensive network of volunteers from GEARS and other organizations does much of the necessary work on the weekend of the event.

### **Coordinator Position**

GEARS seeks an overall coordinator for the event to be held August 6, 2017.

**Responsibilities** include the following:

- Overall project management including:
  - Oversee sub-coordinators
  - Coordinate closely with GEARS volunteer coordinator
  - Insure sub-coordinator positions are filled
  - Convene planning meetings as needed
- Establish and adhere to budget, in collaboration with GEARS treasurer
- Establish timelines and insure accountability of sub-coordinators for assigned tasks including
  - Securing of needed facilities
  - Updating, producing and distributing marketing materials
  - Updating, producing and distributing road maps and cue sheets
  - Monitoring city and county roadwork that may impact ride routes
  - Securing necessary road and alcohol permits
  - Insuring registration website opens on time
- Keep board informed of progress and participate in post-event debrief and written report.
- Secure and organize equipment for day of event
- Serve as top manager during event
  - Arrange for assembly and dismantling of event venue
  - Coordinate with SAG drivers
  - Insure equipment and water are properly delivered
  - Receive and respond to emergency calls
  - Serve as primary point of contact with all sub-coordinators
- Coordinate with Community Ride leader(s) before and during event

## **Qualifications**

- Strong communication and organizational skills
- Attention to detail
- Ability to delegate
- Ability to problem solve
- Event planning and bicycling experience desirable
- Sense of humor required

**Starting date:** March 15, 2017 or as soon as possible thereafter

**Hours:** An estimated 200-225 hours will be required between starting date and the conclusion of the event, with hours/week increasing toward the event date.

**Compensation:** Stipend of \$2000 for successful completion of duties. In-kind compensation including bicycle gear, complimentary event registrations, and GEARS membership will also be provided.

**To Apply:** Send resume and a brief cover letter outlining qualifications for and interest in this position to:

Steven Hecker, President  
Greater Eugene Area Riders  
[steve@eugenegears.org](mailto:steve@eugenegears.org)

**Deadline:** Position is open until filled

**Further Information:** <http://eugenegears.org/>