



BICYCLE ILLINOIS

Illinois' Bicycle Touring Company

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Crew Member Job Description

During the events you must be committed to support the needs of the event at all times 24 hours a day. If anything related to the event needs to be done you must address it at that time before attending to any personal matters. You must also be available a day or two before and/or after each event to help prepare and/or clean up as necessary.

All of your necessary expenses will be paid during the events including your food and nightly lodging. When lodging is of a camping nature (tent, gym floor, etc.) you must provide your own bedding (e.g. pillow, sleeping bag, etc.).

Our remaining event schedule for the 2018 season (subject to change) and compensation per event is as follows:

- Partners in Mission Ride to the Lake/SAGBRAW - Fri. Aug. 3rd - Fri. Aug. 10th - \$1200.00
- Tri-State Tour #2 – Fri. Aug. 24th - Sat. Aug. 25th – \$200.00
- Illinois Prairie Heritage Tour (tentative) - Fri. Sep. 7th - Fri. Sep. 14th - \$1050.00
- Will to Ben - Fri. Oct. 5th - Fri. Oct. 12th - \$1200.00

This position is not eligible for benefits, paid vacation or holidays. It is our hope that upon successful completion of these events you will choose to continue working with us on our other events in future seasons. You will also receive preferential treatment for future job opportunities, both part and full time.

For more information about all our events visit www.bicycleillinois.com and www.bikewisconsin.com

How to Apply

If you are interested in applying for this position please respond by e-mail and provide:

- A current resume with highlights of your work experience as it relates to this position.
- A description of why you are interested in this position overall.
- How you think your experience can specifically benefit Bicycle Illinois/Bike Wisconsin and can contribute to a great experience for our participants.
- What you would be looking to get out of the position other than just a paycheck so that if selected we can best meet your wants and needs.
- Brief notes relating to each bullet point of the job duties and qualifications listed below (I don't need or want an essay).

If you have any questions regarding this position please do not hesitate to contact us.

We look forward to the opportunity for you to join our professional, customer-oriented staff not only for this year but also for many years to come!

Robert S. Layton, Director



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Job Duties And Requirements During the Events Include But Are Not Limited To:

- *Immediately upon selection:* Become familiar with our event logistics and policies and procedures as posted on our web site
- Load and unload supplies and gear before and/or after the events
- Provide outstanding customer service and directly attend to the needs of our event participants
- Drive our support vehicles, such as box trucks or a 15 passenger van towing a 12 foot trailer
- Load and unload bicycles and baggage
- Set up, attend to, and take down rest stop locations on the road
- Address issues on the road such as medical and mechanical situations
- Purchase food, supplies, and gear nightly
- Take plenty of pictures!
- Other duties as assigned

Mandatory Previous Qualifications and Experience Include But Are Not Limited To:

- At least 21 years of age (per DOT requirements)
- Inherently passionate about cycling
- Participation in organized cycling and/or other endurance sports events, especially events of a significant endurance nature (event organizing experience preferred)
- Understand the importance of and passionate about providing outstanding customer service
- Proven ability to work independently, efficiently, and thoroughly
- Learning, following, and applying policies and procedures
- Physical ability to lift up to 50 lb. (such as full 5 gallon water coolers)
- Valid drivers license with no major traffic violations (e.g. DUI, etc.)
 - driving records will be checked
 - a CDL is not necessary
- Capable and comfortable driving large vehicles
- Ability to obtain Department of Transportation Medical Certificate
- A great sense of direction!
- Ability to commute to the north side of Chicago for frequent meetings and pre- and post-event preparation
- Excited about and looking forward to the experience!

Other Experience and Qualifications That Are A Plus But Not Mandatory Include But Are Not Limited To:

- Current CPR and First Aid certification and/or other medical training
- Mechanical ability to fix commonly encountered bicycle mechanical problems (flat tires, minor adjustments, etc.)
- Coordinating volunteers
- Food service
- GPS systems and/or mapping