



BICYCLE ILLINOIS

Illinois' Bicycle Touring Company

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Bicycle Illinois is looking for someone passionate about cycling and customer service to work as one of our full time crew members for our upcoming Ride Across Illinois (RAIL) South event from St, Louis, MO to Vincennes, IN on June 27th and possibly a day or two before and/or after. For more information about RAIL South please visit <https://www.bicycleillinois.com/rail/south/south.htm>

Position Description

Job Duties and Requirements 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
- Develop relationships with our participants
- Load and unload supplies and gear before and/or after the event
- Provide outstanding customer service and directly attend to the needs of our event participants
- 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
- Take plenty of pictures!
- At the end of the event
 - Review and modify this job description as necessary
 - Provide ideas for improvement for Bicycle Illinois and Bike Wisconsin
 - Be available for follow up questions after the end of the event
- Other duties as assigned

We may need you a day or two before and/or after the event to help prepare and/or clean up our supplies and gear as necessary. Ample training will be provided both before and throughout the event.

All of your necessary expenses will be paid including all of your food, gas, and nightly lodging as a direct result of being on the ride.

Compensation

Compensation will be \$300.00. Food, nightly lodging, and gas as appropriate will also be provided. This position is not eligible for benefits, paid vacation or holidays.

It is also our intent that upon successful completion of your responsibilities you will receive preferential treatment for future opportunities with Bicycle Illinois and Bike Wisconsin which may include:

- Running other Bike Wisconsin and Bicycle Illinois event operations
- Contacting vendors to plan and reserve necessary goods and services
- Creating and/or updating the policies and procedures for our events and business
- Developing a relationship with people who have previously expressed an interest in our events via e-mail, phone, or any other means, understanding their needs, and persuading them to register for our events
- Generating additional names of people interested in our events by implementing marketing ideas, attending marketing events, and promoting our events
- Developing partnership/sponsorship opportunities with other organizations
- Assisting with new event development
- Assisting with the development of new events and other business opportunities as they come up



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Qualifications and Experience

Mandatory Qualifications and Experience Include But Are Not Limited To:

- 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
- Physical ability to lift and carry up to 50 lb. (such as full 5 gallon water coolers)
- Personal vehicle with the ability to carry supplies and gear, and participants and their bicycles if necessary.
 - The larger the vehicle the better
 - Availability of a 2-inch tow hitch for a hitch-mounted bike rack is preferred
 - We will cover gas expenses during the event
- Valid drivers license with no major traffic violations (e.g. DUI, etc.)
 - driving records will be checked
 - a CDL is not necessary
- Mechanical ability to fix commonly encountered bicycle mechanical problems (flat tires, minor adjustments, etc.)
- Capable and comfortable driving large vehicles
- Proficiency with Microsoft Office products
- A great sense of direction!
- 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:

- Medical training such as current CPR and First Aid certification
- Personal computer (PC strongly preferred, software will be provided) and a personal cell phone
- Coordinating volunteers
- Food service
- GPS systems and/or mapping
- Persuading people to purchase services and/or goods and/or participate in events
- Establishing partnerships and/or sponsorships with other organizations
- Flexibility to contact potential customers at times when they are available (nights, weekends, etc.)
- Ability to commute to the Chicago, IL or Madison, WI area for meetings and pre- and post-event preparation for other future events



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How to Apply

We need to fill this position quickly so if you or someone you know might be interested in this position you must apply by e-mail at bcycleillinois@bicycleillinois.com by Monday, May 25th. Interviews will be conducted by phone and the final hiring decision will be made shortly thereafter.

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

- A description of why you are interested in this position overall.
- How you think your experience can specifically benefit Bicycle Illinois and 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.
- A current resume with highlights of your work experience as it relates to this position.
- Brief notes relating to each bullet point of the job duties and qualifications listed above (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, Owner

Bicycle Illinois
P.O. Box 8454
Chicago, IL 60680
(877) TOUR-ILL [868-7455]
<http://www.bicycleillinois.com/>
bicycleillinois@bicycleillinois.com