



Events and races coordinator

Become part of the UROC team as the Events and races coordinator. This opportunity is a new contract position that is paid part time on flexible hours to work with UROC employees, volunteer directors and event volunteers.

Background:

The United Riders of Cumberland (UROC) is a non-profit society that manages and maintains the Cumberland trail network which is largely situated on private forest lands owned by Timberwest Forestry Company and Comox Timber Ltd., with some trails situated on public lands owned by the Village of Cumberland.

In 2008 UROC was founded on delivering events and races to the biking and trail user community. UROC has close to 200 trails which hosts several legacy events and supports multiple 3rd party events annually situated over 6500 acres of forest lands. These sell out events and races continue today and have evolved with the trail network over the last decade to be firm fixtures in any trail user's calendar.

Who are we looking for:

Applicants must be passionate about trails and mountain biking, be well organized, have attention to detail and be willing to coordinate a volunteer workforce.

The Events and races coordinator will be responsible for bringing together all the moving parts and operations of executing the UROC events and supporting all 3rd party events hosted in the Cumberland trail network.

The candidate must:

- Excel at race and event coordination and execution.
- Be organized and efficient with excellent administrative skills using shared platforms and documents.
- Have great communication skill to UROC team members, racers, sponsors, race organizing committees, other 3rd party coordinators and key volunteer positions.
- An effective working knowledge of media platforms for all event, social and electronic communications.
- To be able to work independently with attention to detail, excellent planning and tracking, and effective delegation skills.
- The ability to deliver on given budgets and meet expected timelines.

- Ensure that all races and events abide by all applicable landowner agreements and follow UROC risk management guidelines
- Securing event permits and fulfilling communication requirements for events
- Deliver races and events that are focused on sustainability and principles of zero waste
- Liaise with Executive Director on event Sponsorship
- A working knowledge of Trailforks would be beneficial.
- An understanding of the race registration process would be a plus.
- Your own computer, phone, web connection and workspace are required as UROC does not have office space or hardware.
- Being able to drive with your own transport would be a bonus.
- A passion for mountain biking and knowledge of the Cumberland trail network.

This position reports to: UROC Executive Director

Package:

- This position is contract part time with flexible hours.
- Remuneration is hourly and will be discussed at interview.
- This position is active between April 10th and Sept 8th.
- Hours will vary month by month in relation to event Calendar.

Please email your resume, cover letter and remuneration expectations to manager@unitedridersofcumberland.com by close of business on Feb 10th 2023

Events Schedule

UROC Events to co-ordinate

May 14th - Island Cup

June 7th – Coaltown Throwdown Women’s enduro

June 24th – 12hrs of Cumberland

Sept 2nd – Dodge City Enduro

3rd Party Events to support

May 6th - Cumby

July 7th and 9th – BCBR

July 22nd – Dirt Series

July 29th – Devils Ladder Ultra