

Columbia Wings Oregon Chapter "P"

Chapter Ride Coordinator

Job Description

Title	Chapter Ride Coordinator
Department(s)	Chapter Staff
Reports to	Chapter Director

Job summary

- Solicit, develop, and review all tour activities to meet chapter objectives.
- Compile the chapter's annual ride calendar and present at annual chapter staff meeting for approval and publishing.
- Support and oversee chapter Road Captain/s all Group Leaders and Sweep Riders in ride preparation.
- Communicate with chapter staff and membership on a regular basis, evaluate all rides, and ride objectives.

Summary of essential job functions

- Develop well-planned ride objectives to maximize member enjoyment and participation.
- Present selected rides to the chapter staff for review and approval on an annual basis.
- Have a direct voice in the selection of Road Captain/s, Group Leaders, and Sweep Riders.
- Observe and oversee all group rides (along with Road Captain/s, Rider Education & Safety Director, Group Leaders, and Sweep Riders). Take any actions required to maintain group safety.

Minimum requirements

- Ability to develop and print route maps and directions.
- Good communicator.
- Willingness to volunteer your time to the chapter for this position.

- Maintain an open line of communication (e-mail/phone) with Chapter Director and staff.

Abilities required

- Ability to work as a team member.
- Lead by example.

Disclaimer

The above statements are intended to describe the general nature and level of work being performed by a chapter member who volunteers for this position. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All chapter staff members may be required to perform duties outside of their normal responsibilities from time to time, as needed.

Additional information

None