



Position: Assistant Race Director for the Mid Week MTB Series and P-Town Cross Series

Employer: [Bike Utah](#)

Employment Type: Part-time/Contract

Pay Rate: \$425/week (32 week contract) with \$1,400 bonus at completion of contract

Dates: March-October 2021

Reports to: Race Director

The [Mid Week MTB Series](#) is an XC and Mini Enduro community mountain bike racing series that takes place Tuesday nights (mostly) from the end of April through mid-August throughout the Wasatch Front, Wasatch Back, and Salt Lake and Utah Valleys. The [P-Town Cross Series](#) is a cyclocross racing series that takes place Tuesday nights in September and October in the Salt Lake and Utah Valleys. The Mid Week MTB and P-Town Cross Series are Bike Utah events that raise funds for our [Youth BEST Program](#).

Position Description

The Assistant Race Director should be passionate about mountain bike and cyclocross racing and will be instrumental in the ridership growth and continued positive community atmosphere of the Mid Week MTB and P-Town Cross Series. The Assistant Race Director will contribute to race preparation, course marking and clean-up, on-site logistics, and volunteer management, in addition to other potential duties as needed. The schedule for this position will be flexible before races begin (late-April), and then most hours will be worked Monday, Tuesday (must be available to work from 12pm-9pm), and Wednesday of race weeks. On race weeks, the Assistant Race Director will work about 25 hours per week on average, with fewer hours worked during non-race weeks.

Primary Roles and Responsibilities

Pre-Event

- The Assistant Race Director will be responsible for creating safe, fun, Mid Week MTB and P-Town Cross courses. This involves pre-riding multiple trails, making judgement calls based on racer ability and logistics considerations, accurately mapping ideal courses using programs like Trailforks, and pre-riding courses with the Race Director.

Pre-Race (occurs weekly)

- The Assistant Race Director will independently mark courses or assist in marking all courses the day before or day of races.
 - The Assistant Race Director must be able to ride a mountain bike on technical singletrack trails, while carrying a pack with course markings (flags, stakes, tape, signage).
- In addition, the Assistant Race Director may aid the Race Director with racer communications and/or volunteer recruiting and coordination.

Race Day (occurs weekly)

- The Assistant Race Director will pre-ride and/or mark the courses and help with timing system setup and management prior to the race start.
- Prior to and during the race, the Assistant Race Director will also assist with racer registration, volunteer coordination and direction, sponsor coordination,
- After the race, the Assistant Race Director will help with venue teardown and clean-up.

Post-Event (occurs weekly)

- The Assistant Race Director will be responsible for clearing the courses of markings within 24 hours of each race.

Position Qualifications

- Passion for bicycling and the ability to spread that passion to others
- Loves to work with people, be physically active, and be outdoors
- Experienced mountain bike rider - able to ride at least 15 miles in one day on technical single-track mountain bike trails while carrying a heavy backpack for up to 6 hours in remote environments
- Has XC and/or Mini Enduro racing experience and knowledge of race course creation and the ability to accurately map ideal courses
- Able to spend up to 10 hours outdoors in various weather conditions on race day
- Able to lift 50 lbs. repeatedly
- Able to take and follow directions, but also to make common sense judgement calls when necessary
- Able to maintain a positive attitude under stress
- Able to communicate in a professional manner with Race Director, venue representatives, sponsors, racers, volunteers, and spectators in-person and via email
- Has reliable transportation to venues, ability to transport event gear, a reliable mountain bike, and a valid driver's license
- Ability to travel within Salt Lake, Summit, Wasatch, and Utah counties
- Bicycle maintenance and repair experience and industry familiarity a plus
- Experience working in an event production environment a plus
- Social media management and marketing interest or experience a plus
- Due to the nature of the people we serve, anyone in this role must be able to pass a Federal and State criminal background review

How to Apply

- Please send a cover letter and resume, including riding experience to Trilby Cox, Race Director trilby@midweekmtb.com
- Place "Assistant Race Director" in the subject line
- Application Deadline: 5:00 p.m. MST, Monday, February 1, 2021

Interviews will take place during the week of February 8th.

About Mid Week MTB and P-Town Cross Series

Our mission is to provide a consistently fun, challenging bike racing experience at venues throughout Utah County, Salt Lake Valley, Wasatch Front, and Wasatch Back.

Our generous sponsors help us keep our entry fees low, keeping our races accessible to racers of all ages and ability levels. We value a positive, community-focused atmosphere over podium presentations, and feature a raffle stacked with sponsor-provided gear after each evening of racing.

About Bike Utah

Bike Utah was founded in 2005. We are a 501(c)3 non-profit organization committed to making Utah a better place to ride. We envision a Utah where complete networks of bike lanes, paths, and trails contribute to livable, healthy communities, allowing everyone to ride regardless of age, race, ability, or income.

Bike Utah is committed to a policy of providing employment opportunities to all qualified people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability.