

Eastern Trail Alliance –

Available Immediately – Part Time Volunteer Coordinator for Maine Lighthouse Ride 2017

Position will run through September 30, 2017 with a possibility of extension depending on demand and performance.

Responsibilities:

- Recruitment, orientation and scheduling of all volunteers for a 1200 rider fundraising cycling event for the Eastern Trail Alliance. (125 – 150 volunteers)
- Point of contact for volunteers on ride day, creating and organizing any post-ride-volunteer appreciation event.

Requirements:

- Strong organizational, oral and written communication skills
- Must be comfortable working with MS office technology –Excel, Word and Email in particular, MAC platform preferred
- Proficient in Social Media, major outreach is required
- Must be able to work independently and be flexible with meeting schedules
- Majority of responsibilities can be accomplished remotely
- Must be available over the summer and long hours will be required closer to the ride date
- Must be able to attend meetings at ETA Biddeford office (weekly initially, as needed once start up completed)
- Must be able to lift 35 pounds
- Good sense of humor that enjoys working with fun people; learn about the Eastern Trail and doesn't mind working crazy hours closer to the ride.

Hours:

- Flexible – most work can be done remotely. Anticipate 3 - 5 hours a week until August 1st.
- After August 1st, should expect to put in 10-15 hours a week until September 1st
- After September 1st, should expect to put in 15 – 25 hours until the actual ride.
- Two days before ride (Thurs, Fri) must be available to help load, unload and staff pre-registration at Rodger's Sports in Scarborough and SMCC in South Portland
- Day of ride, September 9th is a 12 – 14 hour day

For more information or to submit a resume/cover letter, please email eta@eastertrail.org