

## BRNW

### Tent & Porter Crew Job Description

Bicycle Rides Northwest (BRNW) is a nonprofit organization that operates bicycle tours each summer. We've been doing tours since 1986, and we have a reputation for the best customer service in the business. Our crew members are temporary employees of the organization, and they're paid a salary for each event. We work very hard, while enjoying the camaraderie of a shared team adventure – serving our riders while having as much fun as possible doing it.

We typically have 8-10 people on our Tent & Porter crew, including the Tent & Porter Director, who organizes and supervises the operation and team. Team size depends on the number of tent spots sold for the ride.

#### **This position requires:**

- Good people skills
- Team players who take direction
- Good communicators
- Flexible thinking
- Diplomacy and tactfulness with crew, riders and vendors
- Enjoying being around many people
- Making rational on-the-spot decisions
- An upbeat nature
- The ability to do physical labor, including lifting and moving equipment
- The willingness to step in and do whatever is necessary to get the job done
- Current First Aid and CPR certification (we will pay for training if needed)

#### **Tent & Porter duties include, but are not limited to:**

- Baggage service for T&P riders, including loading, unloading and placing bags next to the riders' tents
- Set up/take down the tents for our T&P service
  - Set out chairs with the tents
  - Set out guests' baggage with the appropriate tent
  - Put rental air mattresses in guests' tents and collect when taking down the tent
  - **Goal:** Have the tents up with chairs and luggage by 1 p.m. each day
  - Ensure that the T&P section is cleaned up before leaving
    - Walk the designated area before leaving, ensuring that all trash has been picked up and that the site is in better condition than when we arrived
- Camp set-up/tear-down
  - a. Transport and set up a water station (6-spigot), which includes powdered drinks, sunscreen, hand sanitizer and bug spray
  - b. Take down the water station each morning and bring it to the next camp
  - c. Transport, set up and take down the Water flutter-flag
  - d. Transport, set up and take down a charging station (old one)
  - e. Transport, set up and take down the e-bike charging station
  - f. Transport, set up and take down garbage/recycling receptacles near T&P, taking full bags to Sustainability
  - g. Mark out an area for CPAP users and provide electricity for them

#### **Additional duties may include:**

- Driving a truck to the start of the ride and during the ride, if you meet age requirements, have a good driving record and are comfortable driving a U-Haul truck or passenger van

### **The week before the first ride:**

If you're available, your Director may ask you to assist in picking up vehicles and loading equipment, bikes and supplies (you'll be paid extra for this). You may also be asked to help unload and clean equipment, and return trucks to the rental site after the last ride (usually on Sunday).

### **After each ride**

At the end of each ride, all crew members are expected to stay until all work is done and riders have dispersed. End-of-ride clean-up include cleaning all equipment before storage. Please be prepared to help each other and pitch in when needed, even if the task is not on your job description.

### **Travel to/from the ride start:**

- The crew will leave on Friday.
  - We will travel to a specified destination (our first event camp or an intermediate spot) and stay overnight
  - We'll have a crew meeting Friday evening
  - Depending on the distance, we typically drive all the way back to Bend on the last day of a ride.
- We have a "crew party" after the second (or furthest) event each year, which includes an overnight stay and a celebratory meal
- We will pay for lodging and all meals going to and from the event.

### **Compensation and logistics**

- Pay is dependent upon seniority.
  - Minimum first-year compensation is \$900 per event.
  - Pay increases \$100 per event in your second year, and an additional \$100 in your fourth year.
  - We pay \$100 more for working the ride that starts the farthest from Bend, for the additional travel time.
  - We pay a bonus of \$100 per event for driving a vehicle on an event, and an additional \$100 if you drive a vehicle to/from the event.
  - We pay a bonus of \$100 if you work both rides in one year.
- We provide all meals, and you have access to other amenities available to the riders (showers, towels, coffee)
- You supply your personal items, including the equipment needed for your sleeping arrangements.
- You can bring musical instruments and bicycles (or other "toys") for use during off-work hours, with the approval of your Team Director.

***For this to work, it's critical that you be a TEAM PLAYER, and be pleasant at all times. The reason we all do this – crew and riders – is to have fun!***