

BRNW

Camp Central – Job Description

Bicycle Rides Northwest (BRNW) is a nonprofit organization that operates bicycle tours each summer. We've been doing tours since 1986, and have a reputation for the best customer service in the business. Our crew members are temporary employees of the organization, and are 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 4-5 people on our Camp Central crew, supervised by the Camp Central Director.

Camp Central is where all the activity happens in camp. Information, snacks, drinks, first aid, lost and found, etc. are available here. The riders congregate in the Camp Central area to visit and relax.

This position requires:

- Good people skills
- Team players
- Strong communication skills
- Flexibility and diplomacy
- An enjoyment of being with people and a strong customer-service ethic
- Making rational on-the-spot decisions
- Being upbeat
- The willingness to step in and do whatever is necessary to get the job done
- A current, valid driver's license and the ability to drive a U-Haul truck (at least 2 of the team's members)
 - A clean driving record if you will be driving
- Current First Aid/CPR certification (we will pay for training if needed)
- A current Food Handler's Permit (we will pay for you to get this)

Camp Central duties include, but are not limited to:

- Assist in picking up supplies that have been ordered at local stores
- Set up and tear down camp:
 - Camp Central area
 - Water stations – one 6-spigot, one 4-spigot
 - 6-spigot station will have drink powder, sunscreen, hand sanitizer, bug spray
 - Flutter flags – Charging, Information, First Aid, Start/Finish, Laundry, Mechanics
 - S/F flags: 6 to 8; Construction will bring 2 more
 - Laundry washing station (at 4-spigot water station)
 - Device charging station (new)
 - Garbage/recycling receptacles – take full bags to Sustainability
- Ensure drinks and snacks are kept stocked for riders and crew
- Assist with set-up, take-down and overseeing the wine social (or other event)
- Ensure the camp and all equipment is clean
- Set up/take down/manage rider amenities such as inflatable pools, shade tents and firepits
- Provide basic first aid as needed throughout the day
- Ensure the camp is cleaned up before leaving

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.

Additional duties may include:

- Driving a truck to the start of the ride and during the ride, if you meet age requirements and have a good driving record
- Help with rider check-in on arrival day

The week before the first ride:

If you're available, you may be asked to assist in picking up trucks 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).

Travel to/from the ride start:

- For most tour locations, the crew will leave on Friday and stay overnight on the road.
 - We will travel to a specified destination (our first event camp or an intermediate spot) and stay overnight
 - We'll have a crew meeting that evening
 - Depending on the distance, we may drive all the way back to Bend after the ride. We also may stay overnight in the finishing town, or somewhere on the way back to Bend.
- We have a "crew party" after the second event each year, which includes an overnight stay and a celebratory meal
- We will pay for any 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 an event vehicle.
 - 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!