

BRNW

Sustainability Team Director – Job Description

Bicycle Rides Northwest (BRNW) is a nonprofit organization that operates road-bike 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 three people on our Sustainability Team crew, including the Sustainability Team Director, who supervises the others. The Sustainability Team represents our effort to reduce our waste streams and our landfill impact. We're looking for a leader who will inspire fellow revolutionaries, educators and thinkers: The Sustainability Team is focused on making a big impact on both our events' carbon/waste footprints and the riders' attitudes and behavior toward waste. We're looking for a strategic thinker who will do the work to understand how to make the biggest difference for BRNW and other similar events.

This position requires:

- Leadership skills
- Ability to direct and work with crew members of all ages
- Diplomacy
- A commitment to reducing waste
- The ability to educate people about the impact of their choices in a non-preachy way
- A great work ethic and a lot of energy
- Excellent customer service skills
- Open, collaborative communication
- Flexible, creative thinking
- Enjoying being around many people, most of them wearing Lycra at least some of the time
- The ability to make rational on-the-spot decisions
- An upbeat nature and sense of humor
- Physical strength and fitness, and the ability to lift up to 40 lbs. multiple times per day
- The willingness to step in and do whatever is necessary to get the job done
- A current driver's license and a clean driving record, meeting age requirements for rental vehicles, and the ability to drive a U-Haul box truck
- Current First Aid and CPR certification (we will pay for training if needed)

Sustainability Team Director duties may include, but are not limited to:

- **Oversee/supervise crew in all aspects of Sustainability Team duties:**
 - Transport and deliver reusable mealware to the caterer before each meal
 - Set up and take down garbage and recycling receptacles near Sustainability
 - Transport, set up and take down the Sustainability flutter flag
 - Set up and take down washing/rinsing stations
 - Guide/assist sorting for riders/crew: food compost, recycling, reusables and waste
 - Wash reusable mealware after each meal, using a commercial-grade dishwasher, to necessary standards of cleanliness and sanitation

Sustainability Team Director

01/24

Page 1 of 3

- Work with other teams to manage compost, recyclable and waste streams
- Deliver compost, recycling and trash to designated locations in camp or nearby
- Clean up debris during the day and after riders have left camp; always leave the camp cleaner than when we arrived
- Clean and pack up waste/recycling/compost/washing stations
- Lead daily crew meetings to measure impact and improve work processes
- Attend the daily Directors meeting during the event
- Create an SOP for your position
- Track expenses and turn in a report at the end of each ride

Before the rides:

- Create an overall team plan for all elements of each event
- Assist the Executive Director with finding crew members
- Drive a truck to the ride start and during the ride
- Plan and purchase necessary equipment and supplies
- Confirm receiving resources for food compost and recycling, as available, along the route
- Coordinate with the Executive Director on waste disposal, whether it be on-site Dumpsters or hauling to a local dump or transfer station
- Coordinate with the Executive Director on a plan for returnable cans and bottles, in states that have them
- Develop a daily timeline/SOP for the team

The week before the first ride:

- Pick up truck
- Set up truck as needed
- Load equipment and supplies

After the last ride (typically the day we return to Bend):

- Clean all equipment before returning it to storage (can also be done on last day in field)
- Oversee and organize unloading into storage units
- Return clean trucks to the rental site

At the end of each ride, all crew members are expected to stay until all work is done and riders have dispersed. 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:

- 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," typically 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.

Sustainability Team Director

01/24

Page 2 of 3

Compensation and logistics

- Pay for the different Directors is based on the amount of time the job requires before/between/after the event.
 - Current compensation is \$2,000 per event.
 - We pay \$100 more per event for driving a rental vehicle.
 - We pay \$100 extra for working the ride farthest from Oregon, for the additional travel time.
 - We pay a bonus of \$100 if you work both rides in one year.
- These are camping tours, so you'll need to bring a tent and bedding. We provide all meals, and you have access to other amenities available to the riders (showers, towels, coffee)
- You can bring musical instruments and bicycles (or other "toys") for use during off-work hours.

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!

