



**Position Opening**  
**Assistant Bike Tour Director**

Parks & Trails New York seeks a part-time Assistant Bike Tour Director to help organize an 8-day, 400-mile recreational bicycle tour that occurs in July. The Assistant Bike Tour Director will work closely with the Ride Directors, who have directed bike tours for 20+ years.

**Experience/skills desired:** event planning, community outreach, communications, database management, marketing, administration

**Tasks and Responsibilities:**

- Provide pre-tour support during the winter and spring and then again for several weeks post-tour
- Assist with marketing, promotion and sponsorship efforts, including attending expos
- Answer potential cyclists' questions
- Handle registration fulfillment
- Organize pre-tour materials and supplies
- Help with planning of ride logistics
- Maintain communication with riders through monthly email updates, website and social media
- Conduct post-tour wrap up activities
- Provide direct services during the ride
- Purchase supplies
- Help organize volunteers
- Direct vehicle (SAG) support during event, help out cyclists with minor mechanical support

**Work Hours:** P/T position based in Albany. Hours are flexible in terms of days/times. Position would start in January at about 10 hours per week and increase as the tour gets closer. From mid-May until the week or so before the tour, 15-20 hours per week would be ideal. The week of the tour requires a full-time commitment. In addition to the week of the ride, some in-state travel and evening and overnight commitments required.

**Work Environment:** Friendly and hard-working staff. Casual atmosphere.

**School Correlation:** May be used for internship.

**Requirement:** Valid NYS driver's license.

**Job Type:** Part-time

**Salary:** \$12.00 to \$14.00 / hour

Parks & Trails New York is a leader in efforts to improve the quality of life of all New Yorkers through the expansion, protection, and promotion of a network of parks, trails, and open spaces throughout the state. For more information about our work visit [www.ptny.org](http://www.ptny.org).