

USA Cycling Volunteer Position Description:

Position Title: Southeast Mountain Collegiate Cycling Conference Director

Supervisor: Southeast Mountain Collegiate Conference Board

Summary: This is an unpaid volunteer position, assigned by location, with an operating budget provided by USA Cycling for the administration of the Southeast Collegiate Cycling Conference. Candidates for this position should possess high levels of customer service, managerial skills and motivation with the desire to develop the conference cycling program. Pre-existing working knowledge of collegiate race promotion, rules, scoring and rankings-- in all disciplines of cycling-- is also highly recommended. It is essential that the Conference Director have the ability to work cohesively as part of a team, manage volunteers and delegate responsibilities as appropriate. Above all, a passion for the sport of cycling and for collegiate cycling in particular is essential to success in this position.

Requirements:

- Attend key races and conference meetings as required
- Basic understanding of collegiate rules and scoring
- Geographically located in the conference

USA Cycling provides:

- Annual operating budget for reimbursement of basic administrative expenses and travel to some conference races
- Annual USA Cycling membership (racing and/or officiating license)

Basic Responsibilities:

- Oversee conference season schedules
- Manage collegiate upgrade requests
- Manage National Championship qualifications
- Manage communications (e-mails, listservs, newsletters, facebook, twitter, etc., as desired)
- Administer USAC and conference rules and regulations
- Assist conference in preparing long-term growth plans
- Manage season coordinators and conference volunteers
- Act as first point of contact for USA Cycling and SECCC collegiate membership
- Host conference meetings and provide leadership training when possible
- Attend annual Collegiate Conference Director Summit in Colorado Springs and regular conference calls with other Conference Directors

Second Tier Responsibilities:

- Work closely with all other Volunteer Conference Directors and the Collegiate Manager to maintain an open line of communication between conferences and share best practices
- Work with Local Association and Regional Coordinators to coordinate schedules, officials and funding
- Assist with the founding new collegiate cycling clubs and provide support to existing and developing clubs
- Perform other miscellaneous duties as required (e.g. race announcing, intro clinic coaching, etc.)

How to Apply:

- Send a résumé and cover letter to Emily Palmer, USA Cycling Membership Programs Manager, at epalmer@usacycling.org