



Partners for Youth (PFY) and Routt County Riders (RCR) are event co-owners hosting the Emerald Mountain Epic each August. The Emerald Mountain Epic is a charity fundraiser event that challenges racers to compete at their personal best, while promoting safety, fun, camaraderie and community. **Entering its 15th anniversary year, the event has become an annual staple on the race calendar for mountain bikers and trail runners alike, in Colorado and well beyond.**

Position Title: Emerald Mountain Epic 2025 Race Director

Position Summary:

In collaboration with the Executive Directors of PFY and RCR and the EME Marketing Coordinator, the RD will oversee the planning and implementation of all logistical and operational aspects of the Emerald Mountain Epic fundraiser event. This includes, but is not limited to: Managing online registration platforms, obtaining all necessary permits, coordinating race routes and aid stations, ensuring all necessary contracts are in place for race weekend and venue, assisting with volunteer coordination, and contributing to regular race communications and marketing efforts (in partnership with Marketing Coordinator). This is a year-round, contracted position with potential to grow.

Required Qualifications:

- Significant experience as a Special Events Director, managing projects, race events or programs, preferably specific to running and mountain biking
- General knowledge/familiarity with AthleteReg/Outside+ or other common race registration platforms
- Experience managing and coordinating volunteers
- Valid driver's license and reliable personal transportation
- Excellent verbal and written communication skills, ability to relate effectively with people of varying backgrounds
- Demonstrated ability to foster positive, supportive relationships with collaborative partners
- Willing and able to work occasional evenings and weekends (**race week/weekend non-negotiable - July 27-August 4, 2025**), and outdoors in all conditions
- Able to lift 50+ lbs repeatedly
- Working knowledge of computer operations including Microsoft Office programs (Word, Excel, Publisher)
- Ability to build, control, and continually track with event budget

Desired Qualifications:

- A responsible, flexible, mature, enthusiastic character
- Ability to multitask, manage time, be detail-oriented, and show initiative
- Ability to work independently and with a team, delegating when necessary
- A passion for outdoor athletic competitions, including trail running and mountain biking

- Familiarity with Routt County and the Emerald Mountain trail system
- Knowledge and familiarity with nonprofit fundraising and/or mission-driven work

Key responsibilities include, but are not limited to:

- Work in a lead role with PFY and RCR Executive Directors to serve as lead coordinator in all aspects of the event (Registration, Permits, Race Ops, Volunteers, *assisting with* Sponsorships, Marketing, Racer Outreach)
- Securing and managing race operations contract labor, including Timing, Announcing, Medical Response, and others as needed
- Represent Emerald Mountain Epic at community meetings, events and presentations

Compensation:

Independent Contractor Agreement outlining terms to be signed upon hiring. Yearly contract rate ranges **\$10,000-12,000 DOE to be paid quarterly, plus incentive pay based on event financial performance**. Estimated hours will vary depending on workflow, ranging from 5 hours per week to 40+ hours (event week itself).

Application:

To apply, please submit a cover letter and resume to the Emerald Mountain Epic Hiring Committee: info@emeraldmtnepic.org

Priority will be given to applicants who submit by Friday, January 3rd, 2025. This position is open until filled, with the goal of a start date no later than Monday, January 13th, 2025.

Emerald Mountain Epic staff and volunteers embrace inclusivity and diversity; we welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Please refer to www.emeraldmtnepic.org for more information on the event and benefiting organizations. You may also contact Lindsay Kohler, Executive Director of Partners for Youth, lindsay@partnersyouth.org, 970-879-6141 x308.

The two non-profits have created Partners Routt Riders, LLC for the sole purpose of hosting this charity event (and being awesome). PO Box 770094, Steamboat Springs, CO 80477.

