

Collegiate Cycling Volunteer Conference Director

USA Cycling Liaison: Daniel Matheny, Collegiate Cycling Manager

Volunteer Position/s available:

Atlantic Collegiate Cycling Conference-ACCC (NC, MD, VA, WV, Washington D.C.)
(Must be geographically located in the respective region)

Volunteer roles:

This is an unpaid, volunteer position/s, assigned by location with an operating budget provided by USA Cycling for administering Collegiate Cycling to collegiate members, promoters, and collegiate clubs within the respective collegiate conference. Volunteer/s must possess high levels of customer service, managerial skills, and motivation with the desire to develop and/or pre-existing working knowledge of race promotion, rules and rankings, and all disciplines of cycling. Depending on applicant's skill-sets and time availability, multiple co-directors may be appointed to best serve the collegiate members. Working as a team player to promote the growth of collegiate clubs and individual collegiate members is a must.

What the volunteer/s can expect:

- Affiliation with USA Cycling to promote the growth of the dynamic of collegiate cycling through individual membership growth, member retention, club stability, and new club development.
- Provided pre-determined budget to attend conference related races, events, and schools to aid in collegiate support.
- Compensated annual USA Cycling membership.
- Provided USA Cycling business cards indicating your volunteer position and affiliation.
- Invitation to USA Cycling's annual Leaders Summit.
- Provided conference medals and trophies for administering to individual and team conference champions.
- Working closely with all other Volunteer Conference Directors and the Collegiate Manager to maintain an open line of communication between conferences via conference calls.
- Coordinating conference scoring, results, and rankings for each race, event, and season.
- Contribution of conference news to be posted on USAC website, conference website and/or distributed by e-newsletter or other media coverage to market collegiate cycling.
- Ensuring a safe and fun racing environment at conference events.
- Proactively propose new programs that will further enhance promoter and member satisfaction.
- Aiding in development of new leaders within the conference.
- Coordinating conference website and information list serve.
- Upholding USA Cycling and Collegiate Cycling rules, regulations, and code of conduct.
- Liaison to escalate event, scheduling, membership or promoter issues to the appropriate USA Cycling department.
- Budget management to ensure the provided budget is used in most productive fashion within the conference.
- Assist members with licensing and education of member benefits.
- Assist Athletic Departments and/or Clubs and Recreation Departments at colleges and universities with requirements of founding cycling clubs.

The Bottom Line:

This is a demanding, but rewarding volunteer position that requires time during and away from normal business hours to serve as the Collegiate Manager's liaison within each conference. If interested please contact Daniel Matheny at 719.866.4664 or submit resume and cover letter to dmatheny@usacycling.org.