



Alpine Cycling Club Position Description

Position: Mountain Bike Coordinator

Member of Club

Executive Committee: Yes

Length of Tenure: unbounded

Scope of Role:

The Mountain Bike Coordinator will be a person who is passionate about promoting and supporting all aspects of mountain biking and will:

- support and promote mountain bike activities, this may include social activities, inter-club, state and national level races
- support club members to plan and deliver mountain bike activities
- support the club in whole of club social events and uphold ACC's values and aspirations
- oversee ACC's interest of Mystic MTB Park including trail construction applications and works
- be the primary contact between ACC and Alpine Community Plantations (ACP).

The Mountain Bike Coordinator may elect to host a sub-committee to facilitate the tasks associated with the role.

Primary Functions:

- Compliance with OH&S practices to ensure that while undertaking club activities, members are safe and not a danger to others
- Coordinate and support club members to undertake a range of MTB activities that are supported by the club
- Liaise with ACC's ACP Board Representative and ACP EO regarding operations of Mystic MTB Park
- Oversee new Trail Development process

- Monthly written reports of activities to be included in newsletter and monthly club meeting
- Budget and manage funds for trail development, social and race activities
- Proactive member of Trail Maintenance and Executive committees
- Co-ordinate development of long term plans of ACC values and plans (eg organisation for key events)

Key Skill Attributes:

- Good communication skills both verbal and written
- Enthusiastic, engaged and respectful with demonstrated leadership skills
- Maintain finances, including budgeting, invoicing and reporting
- Scheduling and planning skills
- Good working knowledge of computing programs relevant to role (eg. Word, Excel, Powerpoint, Gsuite etc)
- Reliable checking and follow up on communications
- Diligence in maintaining records
- Understanding of OH&S Practices
- Regular attendance at Club Monthly Meetings (eg > 9 meetings per annum)

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