

Rides Coordinator

Hourly, Part-time, non-exempt, approximately 15-20 hours per week and up to 30 hours on event weeks (see 2026 Rides Schedule below), \$20-25/hour, seasonal through October 31, 2026.

Overview

The Trailnet Rides Coordinator is integral to the planning and success of the Trailnet Classics Rides. The Rides Coordinator is primarily responsible for coordinating and managing volunteers, communicating with participants, and supporting other event logistics as needed, including maintaining internal documentation critical to event success. This seasonal, hourly position is designed to build event management skills to prepare you for a career in live event operations.

The ideal candidate has excellent attention to detail, good written communication skills, has a “no job too small” mentality, and picks up new technology – like our ride registration platform! – quickly. Familiarity with cycling events in the St. Louis metropolitan area is a bonus.

The Rides Coordinator will report directly to the Event Manager and work closely with the COO, CEO, Director of Marketing and Communications, Digital Marketing Coordinator, Rides and contracted Technical Support Team (Tech Team) as needed.

Key Responsibilities

Logistics Support

- Coordinate and assist the Events Manager and contracted technical team with planning and logistics, including day of execution
- Maintain documentation for all logistics, including the Production Guide for each event
- Work all Trailnet Classics Rides events and preparation days before the event (see time commitment below)
- Assist with marking routes, including signage placement, and removal of post-event as needed, in coordination with the contracted Tech Team
- Prepare and transport event supplies and equipment
- Lead execution of rest stop set up and break down on event day

Volunteer Support

- Support volunteer recruitment efforts
- Provide all volunteers with clear instructions, information, resources, and tools to manage their roles successfully before, during and after events

- Steward volunteers – thank them, deliver any promised benefits, recognize excellent volunteers, and solicit feedback to improve the volunteer experience
- Use volunteer feedback to make recommendations to the Event Manager to improve the event and volunteer experience

Participant Registration & Communications

- Make updates to the ride registration pages
- Monitor rides@trailnet.org emails and respond to requests in a professional, timely manner, seeking input from other team members as needed
- Draft event-related communications
- Support ride marketing efforts
- Assist the Membership Coordinator in administering rides-related membership benefits, including free ride vouchers

Qualifications and Requirements:

- Tech-savvy, able to learn new technology quickly and troubleshoot independently
- Demonstrated ability to provide great customer service, analyze situations and make sound decisions, organize people and processes, be friendly, approachable, and dependable
- Strong sense of prioritization and ability to organize tasks
- Some experience in a role supporting live events strongly preferred
- Must be available for all event weekends and the days before event day to prepare equipment and supplies (see 2026 Rides Calendar below)
- First aid and CPR training - may be completed 30 days after hire
- Ability to move bulky objects including boxes, bins, bike racks, and other equipment weighing up to 50 lbs in and out of vehicles, warehouses, offices, and outdoor venues, across distances up to 100 feet
- Able to work outside, sometimes in inclement weather. Event days require a high activity level for up to 12 hours, often in variable weather conditions
- Ability to move boxes, bins, bike racks, and other equipment in and out of vehicles, warehouses, offices, and outdoor venues
- Valid driver's license; able to operate motor vehicles, including a cargo van
- Must complete a background check and driving record screening

2026 Rides Calendar

Trailnet Classics: Supported, self-paced, recreational rides around the St. Louis region.
Time commitment is typically 5 a.m. to 5 p.m.

~~Saturday, April 11 – Bridge Birthday Bash – St. Louis, MO~~

~~Saturday, May 2 – Tour de Stooges – Lebanon, IL~~

Sunday, June 28 - I Scream for Ice Cream - Edwardsville, IL

Saturday, July 18 - Peach Pedal - Kirkwood, MO

Sunday, Sept. 6 - Giro Della Lou - St. Louis, MO

Saturday, Oct. 3 - Ride the Rivers - Location TBD

Trailnet Community Rides: Guided, slow-paced, group bike rides that explore the history and culture of the St. Louis community. Time commitment is typically 8 a.m. to 1 p.m.

Saturday, May 24 - STL Bike Infrastructure Tour Community Ride

Saturday, June 20 - Juneteenth Community Ride

Saturday, July 25 - Grant's Trail Community Ride

How to Apply

Interested applicants should send a resume and cover letter to hr@trailnet.org.

Trailnet is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin, and any other protected status.