Outrider Ambassador & Promotions Program *(seasonal)*

2023 Position Overview

Outriders will help with event promotions including community engagement, special events, and rodeo activities to support the Greeley Stampede objectives and goals. They will also serve as event ambassadors at community networking events and assist with VIP guests during the event.

Essential Job Functions

- Represent and promote the Greeley Stampede at community networking events including Chamber Business Before Hours, Chamber Business After Hours and Young Professional events
- Support special event promotions including the Kickoff Concert, hosted Chamber events, trade show booths, community parades and the Big Buckle Ball.
- Support sponsor promotions including rodeo promotions, onsite engagement, rodeo contestant bags, and rodeo day sheets
- Support event promotions including Barrel Painting, Behind the Chutes tours, Read to the Stampede, daily Parade in the Park
- Support the mascot program and help coordinate appearances
- Represent the Greeley Stampede by hosting event VIPs during the event as needed
- Represent the Greeley Stampede by delivering hospitality packages as needed
- Support the marketing campaign by assisting with the distribution of marketing materials including brochures, posters and yard signs
- Support general office duties including document filing, paper shredding and mailing
- Plan, Run, and operate special event during the event.
  - The Community Engagement Coordinator will be available for assistance and will help day of but this will be your intern project to own and execute.
- Helping present to organizations an overview of what the Stampede is about

Minimum Qualifications

- Currently enrolled in an accredited university or community college
- Computer skills and experience including Microsoft Office products
- Oral and written communications skills including public speaking
- Organizational and interpersonal skills
- Ability to demonstrate initiative and resourcefulness, combined with a very strong team oriented approach to work

- Ability to read, write and speak the English language fluently; ability to present verbal and written material to the general public
- Valid driver's license

Work Schedule

- The Outrider program is a partially paid internship program and is a seasonal hourly non-exempt position that is scheduled to work from April 17th, 2023 -July 10th, 2023.
- The position will require flexible scheduling of work to accommodate peak times. You will have work days in the office but most promotions will fall on weekends and nights.
  - April: 8-10 hours for the month
  - May: 8-15 hours per week
  - June: 15-30 hours per week (first three weeks)
  - Event: 40+ hours per week (projected 9-10 hour days with a few 12-13 hour days thrown in)
  - Post-event: 8-15 hours per week
- Average total internship hours: 210-250 hours

Non-Negotiable Dates

While we try to be accommodating prior to the start of event there are a few days that will be non-negotiable when accepting this internship. You will be provided a projected schedule and start/end times for each day. This is subject to change so please do not make plans on these days as we might ask you to come in earlier or stay later.

- Work Day: June 17th
- Dates of the Event: June 22nd – July 4th
- Cleanup Day: July 5th

Negotiable but Mandatory Dates

As stated above we try to be accommodating and will work with any restrictions that we know of in advance. Please look at the dates below and assess whether there are any conflicts and let us know. The below dates are important and you are strongly recommended to attend.

- May 2nd and May 3rd
- May 9th and May 10th
- June 13th, 14th, and 16th
- July 6th

Compensation & Benefits

- Hourly pay rate starting at minimum wage.
- Benefits: Event will provide western attire (to be assessed based on what interns currently have). No other benefits apply.

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.