



OPERATIONS & RIDERS COORDINATOR - INTERNSHIP

Department: Operations

Reports To: Junior Athletes & Operations Manager

IN SHORT

As an **Operations & Riders Coordinator**, you'll play an important role in the Operations team. You will ensure that the riders have a smooth and comfortable experience. The riders coordinator acts as the main point of contact for the riders and communicates with them before, during, and after the event. You will also help the Junior Athletes and Operations Manager with daily management of the accommodation and transport. Your role is crucial to the company's success, and your contributions will be highly valued.

ABOUT THE FWT

The Freeride World Tour organises the most demanding skiing and snowboarding competitions in the world, from the Bec des Rosses in Verbier to the spines of Haines, Alaska. The Tour is home to the Xtreme Verbier, founded in 1996, and to the FIS Freeride World Championships, which crowned its first champions in Andorra in February 2026.

Based near Lausanne, our team of 25 runs 6 Pro stops, 9 Challenger events, 120+ Qualifier events, and 180+ Junior events each season across five continents. Beyond the core team, the FWT family stretches to 120 people, including athletes, partners, media, judges, and broadcast production crew, moving from venue to venue from January to April.

Fast-paced, international, sometimes slightly chaotic. We work in the mountains with some of the most inspiring people in the sport. Working with FWT is a life-changing experience: you'll grow, both personally and professionally, and you won't forget the people you meet along the way.

MEET THE OPERATIONS TEAM

The Operations team is at the core of every successful event, ensuring everything runs smoothly from planning to execution. We're a group of driven, hands-on people from diverse backgrounds

who thrive in action, love problem-solving, and don't take ourselves too seriously. Expect a hard-working team that enjoys the après-ski.

If you're looking for an environment where ideas (not always the smartest) are flying around, and where you can participate in international projects with a real impact, then this opportunity is for you!

YOUR MISSIONS

RIDERS

ADMIN

- Invitation of the riders at the beginning of the season
- Transmission of all information related to the riders
- Creation of the riders' letters for each event
- Riders care: follow-up of daily requests before, during, and after the events
- Assistance with the prize money payments

ON EVENTS

- Riders welcome & accreditation
- Coordination of the riders lounge
- Riders meeting and bib draw organization
- Coordination of the official happenings linked to the riders: Opening ceremonies, Signing sessions & Prize giving ceremonies

OPERATIONS

ACCOMODATION

- Needs definition and booking
- Rooming list management for staff, riders, partners, media
- On event coordination
- Post-event invoicing

TRANSPORTATION

- Booking of travel for staff (flights, bus, train)
- Booking & management of the rental cars
- Transport plans coordination

EVENT MANAGEMENT

- On-event assistance to the event manager
 - Office supplies – material needs definition
 - General assistance

VOLUNTEERS

- Volunteers recruitment for Xtreme Verbier
- Xtreme Verbier volunteers care and management onsite

RIDERS' BIBS

- Needs definition
- Contact with suppliers/quote requests/orders

MEDALS & TROPHIES

- Needs definition
- Contact with suppliers/quote requests/orders

SUSTAINABILITY

- Assistance on various sustainability projects

YOUR STORY

- Student/Graduate or University Degree in Tourism, Business, or Sports Management
- Fluent in English & French (both spoken and written)
- Various work experiences at events (international exposure is a plus)
- Proficient computer skills: Excel, Word, PWP – Notion is a plus
- Organized, proactive, autonomous, with special attention to detail
- Remains composed under pressure
- Willing to travel extensively during the winter season
- Good level of skiing or snowboarding, with an interest in winter sports
- Recognizes and accepts that during events, the demands can be 24/7

WHAT WE OFFER

- Base salary: CHF 1400.- / month.
- Free ski wear and equipment (depending on availability).
- Flexible work schedule and homeworking
- Travel and phone costs are covered.
- Work in a unique, entrepreneurial, and creative environment where everyone makes a real difference.

Duration: October 1, 2026 - April 30, 2027

Apply through this link: <https://www.freerideworldtour.com/jobs-internships/>