



Job Description

Try-A-Bike Coordinator (SLO)

Non-Exempt Hourly Staff (10 hours per week)

Reports to Executive Director and Coordinates daily work with Try-A-Bike Director

The Try-A-Bike Coordinator serves the primary leadership role in the coordination of an E-bike Loan Program for San Luis Obispo. Try-A-Bike Coordinator will execute a multi-day bike loan program on behalf of Bike SLO County and will be a major champion and advocate for the use of E-bikes.

The Try-A-Bike Coordinator will manage E-Bike Releases and Returns, lead bike safety orientations, provide customer hospitality, demonstrate proficiency in urban cycling skills, knowledge of the difference between riding acoustic and electric bikes, and be able to determine bike fit and style for customer use. The Try-A-Bike Coordinator will manage the reservation system and communicate with participants regarding bike checkouts and returns, track program success, and provide monthly reporting.

The Try-A-Bike Coordinator will organize, schedule, and run showcases and demonstration activities and events to encourage participation. The coordinator will create partnerships with local bike shops and organizations for community programming. The Coordinator will seek additional bike donations, and provide minor maintenance work on the E-bike fleet.

The Coordinator will demonstrate the ability to excel in the areas of: public relations, customer service, communicating e-bike safety information and instruction, customer service, event management, reservation system management, e-bike maintenance, and interaction with a diverse public clientele.

The Try-A-Bike Coordinator will work in a physically demanding environment that includes lifting items weighing 20lbs to 50lbs, and lifting and movement of e-bikes. Work is primarily done in a warehouse or storage type facility and some outdoor activity, including standing for long periods. The position requires a current California driver's license.

The Try-A-Bike Coordinator will at all times, act as a respectful, smart cycling ambassador to the community. To that end, the employee is highly encouraged to wear a bicycle helmet any time he is operating a bicycle. As the Try-A-Bike Coordinator, the staff member will operate the E-bike Loan Program a minimum of 10 hours per week.

Minimum Qualifications

High School Diploma or G.E.D. Equivalent

Four years' experience interacting with the public representing an organization, club, company, or community group

Two years retail sales, outreach, or public speaking experience

Experience with event coordination & community relations

Experience with Gmail, drive, google calendar, and google groups

Experience with Microsoft Office and the willingness to learn additional skills in programs such as Neon CRM

Preferred Qualifications

Bachelor's Degree

League Cycling Instructor Certification (L.C.I)

Expertise with public speaking, demonstrated comfort speaking to audiences ranging from small groups to full elementary schools

Expertise with community relations, event planning and coordination, and volunteer recruitment and management

High-level competency with Microsoft Office and Google Suite

Knowledge of non-profit management and membership recruitment techniques

Self-motivated, creative, and extremely well organized

Compensation

This position pays \$20-\$24/hr. commensurate with experience. Benefits of personal time off and paid holidays are outlined in the Bike SLO County Personnel Handbook.

Anti-Discrimination Policy

Bike SLO County does not discriminate against employees or applicants for employment on an basis made unlawful by federal, state or local laws, including but not limited to race, color, creed, sex, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition or sexual orientation. All such discrimination is unlawful and prohibited by Bike SLO County.

For full consideration, send a cover letter and resume to Rick Ellison, Executive Director, at rick@bikeslocounty.org or mail to Bike SLO County, 860 Pacific Street, Ste #105, San Luis Obispo, CA 93401, by October 31. The cover letter should address the specific skills mentioned in the position description and include three references.