



Job Description

Bike Valet Coordinator

Non-Exempt Hourly Staff (8-20 hours per week)

Reports to Executive Director

The Bike Valet Coordinator will be responsible for the oversight and leadership of the Bike Valet Program, which includes parking and securing bicycles at special events. Specifically, the Bike Valet Program Coordinator will need to perform tasks in marketing, event scheduling, event management, contracting, invoicing, volunteer recruitment, volunteer management, and interaction with diverse members of the public.

The Bike Valet Coordinator will execute ongoing obligations, including Bike Valet at Thursday night Farmers Market and Friday night summer Concerts in the Plaza and other individual events requiring Bike Valet. The Bike Valet Coordinator will work in a physically demanding environment that includes lifting items weighing 20lbs to 50lbs, lifting of bicycles, and the set-up of valet racks and a portable tent. Work is primarily done in an outdoor environment and including standing for long periods. The position requires a current California driver's license. Additionally, the Coordinator will build and train a network of volunteers, marketing of the Bike Valet Program, and grow the base of organizations that contract for the Bike Valet service. In the role of Bike Valet Coordinator, the incumbent will work a minimum of 10 hours per week.

The Bike Valet Coordinator will also execute tasks as assigned by the Executive Director from time to time including assisting the Education Coordinator with Bike Education, Bike rodeos, and performing mechanic's duties at various local events. The Bike Valet 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. This is an hourly position consisting of 8-20 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 of 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

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

Expertise in 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 \$16 to \$18/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 a 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.

To apply, 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. The cover letter should address the specific skills mentioned in the position description and include the names and contact information of three references.