



## **Mission**

The mission of the Bicycle Collective is to promote cycling as an effective and sustainable form of transportation and recreation, and as a cornerstone of a cleaner, healthier, and safer society. The Collective provides refurbished bicycles and educational programs to the community focusing on children, lower income households, and newly arrived refugees.

## **Volunteer and Program Coordinator**

The Volunteer and Program Coordinator at the Bicycle Collective fosters a dynamic volunteer program to support the ongoing charitable programs that the Bicycle Collective offers to the community. The ideal candidate engages and inspires volunteers to reach new levels of impact within the organization. The Volunteer and Program Coordinator needs to have a passion for people and a deep understanding of the empowering benefits bicycling can create. An effective Volunteer and Program Coordinator will create rewarding and purposeful opportunities for the community while working in collaboration with the Collective's staff. The Volunteer and Program Coordinator is responsible for creating, implementing, and assessing educational programs for community members of all ages and diverse backgrounds.

The preferred candidate will be experienced in nonprofit management, willing to participate in hands-on learning of the organization and its clients. This position is located in the Salt Lake City metropolitan area.

## **Qualifications**

- Strong interpersonal skills
- Strong organizational skills
- Ability to connect with diverse organizations including other nonprofits, government agencies, religious organizations, schools, businesses, etc.
- Experience in volunteer management, marketing and public relations, fundraising, program management (including budgeting and scheduling), or other relevant areas
  - Competency with Google Suite (Docs, Sheets, Calendar, Forms, etc.)
  - Familiarity with website design and management preferred
- Ability to work with, teach, and empower diverse groups of people including individuals with a criminal record, individuals who do not speak English, children, etc.
- Agility and flexibility are required in this dynamic and energetic environment
- Basic bicycle mechanic skills preferred
- Undergraduate degree, technical degree, or vocational certificate preferred
- Weekend and special event availability required

## **Job Duties/Responsibilities**

### *Volunteer Development*

- Maintain and develop existing volunteer opportunities
- Assist with the creation and development of new programs and volunteer opportunities
- Continually recruit effective, diverse, and dynamic volunteers
- Develop innovative and sustainable training tactics to maximize volunteer efforts
- Create volunteer opportunities and role descriptions based on the current needs of the Bicycle Collective
- Prepare jobs and tasks for walk-in volunteers
- Plan, recruit for, and manage group volunteer activities
- Provide clear and consistent opportunities for volunteers to take on larger/leadership roles
- Acknowledge and validate the hard work of volunteers
- Work with Location Director, Executive Director and other staff to organize annual volunteer recognition events.

### *Program / Organizational Enhancement*

- Work with the Location Director, Head Mechanic, Valet Coordinator and other staff to provide volunteers and resources for daily needs of the organization
- Work with the Youth Programs staff to facilitate volunteer needs for youth programming
- Work with the Executive Director and Location Director to provide volunteers for outreach events
- Manage recruitment for and operation of walk-in volunteer hours, maximizing the effectiveness of volunteer efforts for the good of the Collective's programs
- Manage the Work-Trade Program and all associated components
- Manage Bikes for Goodwill giving program
- Manage Women, Trans, Femme program and outreach
- Manage recruitment for community bicycle maintenance classes
- Seek and attend educational opportunities to enhance job skills

### *Outreach and Reporting*

- Maintain a record keeping program and volunteer contact list
- Create and distribute effective and educational materials to current and potential volunteers
- Complete monthly Volunteer Report
- Submit an annual volunteer report covering total amounts of volunteer activities, hours and attendance, review of volunteer programs, and plans for future development
- Encouraged to attend quarterly board meetings as time allows
- Develop and maintain relationships with other volunteer organizations and corporate partners within the area
- Create assessments for programs to measure impact
- Develop monthly e-newsletters using Mailchimp
- Develop and administer social media content designed to engage and inform public users and the organization's volunteers.
- Monitor the organization's social media accounts and offer constructive interaction with users
- Enhance our brand through various social media platforms.

**Location:** Salt Lake City Bicycle Collective, 2312 S. West Temple, Salt Lake City, UT

**Compensation:** DOE, Full-time salaried with flexibility of start times based on programming.

**To apply:** Submit a cover letter and resume to [jobs@bicyclecollective.org](mailto:jobs@bicyclecollective.org) with the subject heading “Volunteer and Program Coordinator application”. The position is open until filled.

The Bicycle Collective is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.