

Ogden Bike Collective

936 28th Street
Ogden, UT 84403
801-997-0336

Employment Opportunity:

Volunteer Coordinator

The mission of the Bicycle Collective is to promote cycling as an effective and sustainable form of transportation 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 and lower income households. It is the Volunteer Coordinator's responsibility to recruit, train, and retain volunteers to work in the shop and at various events.

The Ogden Bicycle Collective (OBC) relies heavily on volunteers to ensure the functionality of its community programs and the shop. Volunteers are involved in helping maintain the shop (cleanliness, safety, etc.), helping to fix bikes for OBC's Goodwill Bike Program and Kid's Bike Giveaways, staffing events, and more. It is the Volunteer Coordinator's job to actively engage the community and potential volunteers. The Volunteer Coordinator is passionate about OBC's mission and programs, and innovative and flexible, using a multitude of methods and tools to recruit and retain volunteers. The Volunteer Coordinator should also have excellent communication and teaching skills, as well as be able to demonstrate competence as a bicycle mechanic in order to train volunteers in the shop.

Responsibilities:

Volunteer Coordination:

- Recruit volunteers for OBC through digital media, outreach opportunities, and other creative methods
- Train volunteers to work in the shop, at events, and to perform other tasks as needed
- Implement methods to retain volunteers
- Work closely with, supervise, and engage OBC's core group of volunteers to complete projects
- Plan and execute volunteer appreciation events
- Administer OBC's Goodwill Bike Program
- Take the lead on Bike Valet events

Shop Operations:

- Assist customers in the shop with purchases and bicycle repairs
- Answer visitors' questions about OBC programs and operations
- Repair bikes to be sold in the shop and given away through our community programs
- Teach Thursday night Basic Bike Mechanic 101 community class/volunteer training course

- Administer OBC's Goodwill Bike Program
- Assist the Youth Program Coordinator with Youth Open Shop nights

Job Development

- Complete biannual goals and reviews with the Director
- Research best practices and methods of recruiting, training, and retaining volunteers and implement them in a way that suits OBC's needs

Qualifications:

- Excellent people skills: friendly, welcoming, and inclusive
- Experience with managing and empowering a diverse group of volunteers and clientele
- Strong educational and teaching skills
- Strong verbal and written communication skills
- Good mechanic skills
- Familiarity with Microsoft Office, Google, and point of sale programs

Location: Ogden Bicycle Collective, 936 28th Street, Ogden, UT

Part-time: 20-30 hours/week

Compensation: \$10-\$13/hour DOE

For Consideration: submit a cover letter and resume to Danielle Stiff at Danielle@BicycleCollective.org with the subject heading, "Volunteer Coordinator Application". The position is open until filled.