

Job Description: Bike Project Volunteer Coordinator (Through the Serve Illinois State AmeriCorps Program)

About The Bike Project (www.thebikeproject.org):

The Bike Project is not a bike shop in the traditional sense. The Bike Project was conceived to serve those that are looking for inexpensive, low maintenance, and environmentally friendly transportation - and don't mind getting their hands dirty in the process. The Bike Project provides a cooperatively shared space and resources for working on bicycles, learning from skilled volunteer mechanics, and sharing knowledge about bicycle commuting and bicycle safety.

The Bike Project takes in used bicycles as donations from the University of Illinois, the cities of Urbana and Champaign, local landlords, and individual donors. Some of the bicycles are fixed up by volunteers and sold as ready to go bikes. Some of the bicycles are parted out and provide used parts to fix other bikes. A sizable group of used bikes is available to members and can be purchased as Build-a-Bikes. A Build-a-Bike is when a member fixes up a bike using the tools at the co-op and available used parts. The cost of a Build-a-Bike is approximately half that of what a "ready to go" bike is sold for, which is the least expensive way to obtain a usable bicycle in Urbana-Champaign. The Bike Project currently has more than 150 members and hundreds of visitors per year.

Job Summary:

The Bike Project seeks an AmeriCorps member to serve as a Volunteer Coordinator who will complete tasks and organize activities that allow the Bike Project to serve more community members and generate more interest in volunteering with the Bike Project. This includes working with current volunteer staffers, assisting new Bike Project members in getting acquainted with the shop, cultivate new volunteer staffer involvement, teach and training new volunteer staffers, as well as arrange and take part in events related to bicycle maintenance and safety.

Duties and Responsibilities:

- Develop and maintain membership database to manage past and current Bike Project memberships.
- Develop a volunteer management system and regularly update the wiki page to coordinate and publish volunteer scheduled hours.
- Creating and sending out monthly newsletters and reminders for various events
- Solicit and coordinate volunteers for special events. This involves email and direct communication with volunteers to encourage and keep up with volunteer involvement.
- Teach and help organize training sessions to transition interested volunteers into volunteer staffers. Acquaint them with the shop, rules, and familiarize them with other staffers.
- Teaching all new and existing staff to use the Bike Project's wiki page (an interactive website), the membership database, and multiple Bike Project email groups.

- Improve the shop's overall organization system and point of sale process for bikes, tools, and parts.
- Participate in community outreach events related to bike advocacy and safety as determined by the Bike Project Steering Committee and the AmeriCorps member's Mentor.
- Maintain documents, such as the membership flyer, membership form, wiki page, and membership database so that new members stay up-to-date with basic safety information and co-op rules and etiquette.
- Staff hours at the co-op designated for Open hours and Members-only DIY hours (seasonal).
- Represent the Bike Project at periodic events and monthly meetings, such as IMC Steering, Quad Day, etc.
- Complete AmeriCorps duties required by the program, such as staffing the IMC desk (the building in which the Bike Project is located), completing various service projects with other AmeriCorps members, and attending regular meetings concerning the group.

Knowledge, Skills, and Abilities Needed:

- Minimum of GED or High School degree required
- Ability to work well with other volunteers and the public, including children.
- Ability to promote the mission of the Bike Project with large and small groups, through oral presentations and print materials.
- Creative problem solving skills.
- Willingness to learn new skills – mechanical, social, and professional.
- Ability to establish reasonable priorities, work independently, and proceed with objectives without supervision.
- Basic bicycle maintenance skills and familiarity with bicycle terminology is a plus, but is not necessarily required.

Special Requirements:

- Willing to work on a flexible schedule, with evening hours and weekends.
- Loves bikes.

To Apply:

Submit a resume and cover letter to thebikeproject@gmail.com (email) by July 5th, 2010.
AND complete application online through <http://www.americorps.gov/>

AmeriCorps Service Terms:

As an AmeriCorps member, this position requires a one-year contract from August of 2010 to July of 2011. The program offers a stipend of \$11,400 living allowance in addition to health benefits and an education award. For more information, visit: http://www.americorps.gov/for_individuals/benefits/index.asp

