



## **Salt Lake City Bicycle Collective**

### **Bicycle Valet Assistant Coordinator**

#### **Organization Overview:**

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.

#### **Position Overview:**

The Bicycle Collective is hiring Assistant Valet Coordinators for the bike valet for this upcoming season. Our Salt Lake City bike valet system has served over 100 events across the valley, parking more than 10,000 bikes. Coordinating the bike valet is a great chance to represent and recruit people to get involved at the Collective while supporting cycling in Utah on a massive scale. The Co-Coordinator will work with the Valet Coordinator to make sure all events are covered and staffed with volunteers in a professional manner. They will take scheduling cues from the Coordinator and work with them on any communication with client event staff.

#### **Qualifications:**

- Basic computer proficiency (Word Processing, Spreadsheets, email)
- Valid driver's license
- Clear communication skills
- Availability on evenings and weekends March-October
- Able to lift at least 50lbs

#### **Responsibilities**

- Event setup / breakdown
- Driving and securing truck and trailer at events
- Scheduling and manage on-site volunteers
- Representing the Bicycle Collective, sharing upcoming events, and being a spokesperson for our programs
- Report bike parking statistics

**Part time:** Schedule subject to event bookings, typically one event per week.

**Reports to:** SLC Bike Valet Coordinator

**Compensation:** \$14-17/hr, DOE

**To apply:** Interested applicants should submit a resume to [slc@bicyclecollective.org](mailto:slc@bicyclecollective.org) with "Bike Valet Assistant Coordinator" in the subject line.

*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. Women, people of color, and people belonging to other underrepresented groups in the bicycling industry are encouraged to apply.*