



# Position Description

<b>Job title</b>	ReCycle Outreach Coordinator
<b>Reports to</b>	Executive Director

## Job purpose

Bike Walk Wichita seeks a compelling leader with outstanding organizational skills to help coordinate the ReCycle shop. Bike Walk Wichita's community bike shop depends on volunteers to meet its strategic and operational goals. He/she must be a clear communicator, a skilled and effective consensus builder, an experienced bicycle mechanic, and will be comfortable with residents of all backgrounds.

The ReCycle Outreach Coordinator reports to the Executive Director and will oversee ReCycle volunteer recruitment, placement, and retention. The selected candidate will be responsible for coordination of ReCycle volunteers. This includes opening the shop and ensuring volunteer coverage, coordinating with groups, managing bike sales, and preparing the shop area for volunteers. The preferred candidate will be an active volunteer, familiar with Bike Walk Wichita culture and practices.

## Duties and responsibilities

Duties and responsibilities include:

- Coordinate ReCycle volunteer opportunities
- Develop and maintain relationships with current volunteers
- Collaborate with other groups and organizations to present volunteer opportunities to attract and engage new volunteers.
- Manage BWW bike sales [or coordinate volunteer management]
- Uphold the values of Bike Walk Wichita: inclusiveness, focused on equity and co-powerment, resident-led, social justice
- Needs to be comfortable using Bike Walk Wichita's digital tools, including Salesforce; Google Apps (Docs, Slides, Sheets, Calendar); updating website using WordPress; social media tools such as Facebook, Twitter and Instagram
- This will be a part time position, requiring 10 hours per week, with the opportunity for additional hours.

## **Minimum Qualifications**

Qualifications include:

- Bicycle mechanic experience.
- Proficient in use of computer and basic software application.
- Must be available Friday and Saturday afternoons, and as needed.

## **Personal Attributes**

- A love of biking and walking and a passion for improving biking and walking for all residents.
- Accepting of all cultures, ethnicities, sexual orientation and social status.
- Ability to prioritize and manage multiple priorities and programs.
- Smart and personally persuasive.
- High level of integrity, diplomacy and initiative.

## **Working Conditions**

The position will be located at Bike Walk Wichita headquarters, 131 S. Laura Street, Wichita, Kansas. The position will be expected to maintain set office hours at Bike Walk Wichita headquarters.

**Approved by:** Bike Walk Wichita Board of Directors

**Date approved:**

**Reviewed:**