

LOCAL MOTION JOB DESCRIPTION

Title: Trailside Center Ambassador

Local Motion is a Greater Burlington non-profit organization promoting walking, cycling, running, inline skating and the facilities that make such travel safe, easy and fun! Local Motion's Trailside Center is located directly on the Burlington Bike Path and is the area hub of advocacy, news and more. www.localmotion.org

Reports to: Trailside Center Manager or Director of Operations (Charlene Wallace)

Classification: Seasonal (May – Oct.)

Pay: \$9:00 to \$9.50 depending on experience

Hours: varied, includes weekends

RESPONSIBILITIES:

Operate the Trailside Center

- Ensure smooth daily operation of the Trailside Center
- Keep products and maps well stocked and the Center fun and attractive
- Engage visitors and encourage them to get involved in, and contribute to, local trail efforts
- Work with Marketing Manager on outreach activities

Bicycle Rentals

- Staff bicycle rentals
- Follow all safety and rental procedures and ensure meticulous record keeping
- Perform basic adjustments and maintenance on bikes

Administrative Coordination / Programmatic Support

- Assist administrative staff on projects as needed
- Opportunity for learning on-the-job skills and contribute to other program areas with demonstrated drive and aptitude

QUALIFICATIONS:

- Experience in retail, bike rentals or customer service required
- Ability to lift 35 pound bicycles up into racks located 4 feet off the ground, many times a day
- Excellent communication and organizational skills
- Friendly, enthusiastic, helpful demeanor required
- Passion for promoting trails / cycling / walking / etc.
- Ability to both to take initiative and to work independently
- Strong computer skills a must
- Knowledgeable about local trails and issues related to trails preferable
- Commitment to work through entire season, Memorial Day to Columbus Day
- Ability to speak French desirable
- Reliability a must