

LOCAL MOTION JOB DESCRIPTION

Volunteer Position at Bike Recycle Vermont: Meeter & Greeter



Bike Recycle Vermont is an inspiring, welcoming hub of hands-on learning and service where the synergy of recycling, skills training, and bicycling propels a healthier community. Our mission is to expand opportunities for low-income Vermonters of all ages by providing participants skills training and sustainable mobility via refurbished bicycles.

Local Motion is a greater Burlington non-profit organization promoting people-powered transportation and recreation for healthy and sustainable Vermont communities.

GENERAL OVERVIEW

We are currently seeking volunteers to help the BRY staff serve customers and volunteers as they enter the shop. During the warmer months, the shop can become a very busy place. The Meeter & Greeter helps make the operation of the shop smoother and more efficient. If you feel comfortable working one on one with volunteers and customers, this may be a position for you.

Roles and Responsibilities

- *Meet and greet volunteers and customers when they enter the shop, and determine how you can help them.*
- *Acquaint new volunteers with the shop using both the orientation video and a brief tour.*
- *Administer paperwork to new volunteers.*
- *Assure that returning volunteers fill out their "sign in" sheets.*
- *Match appropriate volunteer teams to work together on busy days.*
- *Show customer the basic qualifiers for program and explain what "eligibility" consists of.*
- *Provide helmet (optional for adults) and a lock*
- *Collect donation from the customer.*
- *Field and schedule repairs to the best of your ability.*

Hours

Tuesday through Friday 1 pm - 5 pm. A full shift is not required; working any portion of these hours would be helpful.

If interested, please ask the staff for more details. Call (802) 264-9687 or email Christine@localmotion.org, Mark@bikerecycle.localmotion.org, or Charlene@localmotion.org. Thanks!