

LOCAL MOTION JOB DESCRIPTION



Volunteer Position: Bike Recycle Vermont's "Event Planner-- Bike Drive"

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 Bike Recycle staff plan and execute a one day bike drive event in the Spring of 2011. Bicycles are at the center of our work, and so a large, fun bike drive would serve as a way to collect them for our program and also show the community what we do. We envision a large-scale bike drive with multiple drop-off locations throughout Burlington. Food and entertainment should be available at each locations as a means on engaging people and teaching them about our work. If you're an organized person with experience or interest event-planning, this may be a position for you!

Roles and Responsibilities

- Meet periodically with BRV staff to vision, plan, and develop a timeline
- Communicate with local businesses and bike shops to arrange large group bike donations
- Produce marketing materials and promote and advertise the event
- Recruit and coordinate volunteers to staff the event
- Solicit food donations and entertainment
- Work with volunteers and staff to set up and break down event

Hours

Volunteers should contact Bike Recycle staff and arrange a time to discuss the bike drive. Much of the work can be done from home. BRV is open from 9AM to 5PM Monday through Friday if the volunteer is interested in working at the shop. Contact Christine@localmotion.org, Mark@bikerecycle.localmotion.org, or Charlene@localmotion.org for more details.

If interested, please ask the staff for more details, thanks!