

LOCAL MOTION JOB DESCRIPTION

Title: Trailside Center Ambassador

Local Motion is a Greater Burlington non-profit organization promoting people-powered transportation and recreation for a healthy and sustainable Vermont. www.localmotion.org

Reports to: Trailside Center Manager (Kevin Rose)

Classification: Seasonal (May – Oct.)

Pay: \$10 - 11 per hour

Hours: varied, includes weekends

RESPONSIBILITIES:

Operate the Trailside Center

- Ensure smooth daily operation of the Trailside Center
- Engage visitors and encourage them to get involved in, and contribute to, local cycling and pedestrian advocacy efforts
- Perform rental and product sales transactions
- Perform daily Trailside Center reconciliation and banking deposits
- Follow all safety and rental procedures and ensure thorough, accurate record keeping
- Perform routine cleaning, inspection, and basic maintenance on bikes
- Keep products and maps well stocked and organized

Administrative Coordination / Programmatic Support

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

QUALIFICATIONS:

- Experience with cycling and trails in the Burlington area
- Passion for promoting trails / cycling / walking / etc.
- Basic bicycle maintenance skills
- Friendly, enthusiastic, helpful demeanor
- Communication, organizational and computer skills
- Ability to take initiative and to work independently
- Reliability a must
- Ability to lift 35 pound bicycles onto racks 4 feet off the ground, many times a day
- Ability to speak French desirable