



## JOB DESCRIPTION

# Bike Smart Trailer Delivery Coordinator

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### POSITION OVERVIEW

The Coordinator will be responsible for the delivery of our Bike Smart trailers to schools around Vermont and for ensuring that the trailer inventory (bikes and program materials) is maintained in good working condition and properly stocked. This dynamic position requires on-site troubleshooting and coordination with customers (teachers). The delivery work is generally performed between Fridays and Mondays, such that the trailer is in place at the beginning of the week, and is moved to the next location at the end of the week.

### RESPONSIBILITIES:

Responsibilities include, but are not limited to:

- Deliver trailer according to the Bike Smart schedule. Interact with teachers to work out delivery details.
- Provide trailer orientation to teachers upon delivery when possible.
- Inspect and clean bikes after each session in preparation for next delivery. Identify bikes in need of repair and coordinate repair with Local Motion staff.
- Restock trailer with program supplies after each session in preparation for next delivery.
- Provide on-site troubleshooting as needed.
- Coordinate with other Local Motion staff.

### QUALIFICATIONS

- Trailer towing experience
- Clean driving record
- Flexible schedule, available on weekends
- Personable and friendly
- Ability to work independently and follow through with instructions
- Clear communicator
- Basic computer skills (email, calendars, form-filling)
- Detail-oriented; problem solving mindset
- Commitment to excellence
- Ability to lift 50 pounds and move bicycles
- Basic bicycle maintenance skills preferred
- Connection to mission of Bike Smart program
- While we have vans to tow our trailers, use of own truck or van with towing capacity of large box trailer is preferred. The vehicle needs to be at least  $\frac{3}{4}$  ton, with hookup for electric brakes and lights via a standard single plug, and a 2- 5/16" hitch.

**WAGE**

This is an hourly non-exempt part-time position, 8-10 hours per week April-November. Starting wage is \$18 per hour. There are no benefits associated with this position. There will be mileage reimbursement for using own vehicle.

**REPORTING**

This position reports to the manager of our education programs.

**TO APPLY**

Send your resume and cover letter to [jobs@localmotion.org](mailto:jobs@localmotion.org).

***About Local Motion***

Local Motion is Vermont's statewide advocate for active transportation, vibrant communities, and safe streets. Based in Burlington Vermont, we work at the local and state levels to support better roads and trails for biking and walking, teach bike skills training programs for children and adults, collaborate with government to improve on-road safety, and inspire and support local advocates across Vermont to become leaders for better biking and walking in their communities. We also rent bikes from our Trailside Center and operate the Island Line Bike Ferry connecting the Burlington area to the Champlain Islands.

We have a very active, but relaxed office, full of staff and volunteers who love what we do. We are a matrixed organization and value all staff members' opinions and ideas, meaning there is ample opportunity to work across teams and programs on a variety of initiatives, and to grow in the position. Join Local Motion and help us make biking and walking a way of life across Vermont!

***About Bike Smart***

The Bike Smart program provides organizations with a 20' trailer with 50+ kids' bikes (in a full range of sizes), training materials, helmets, tools, support; everything an instructor would need to teach children how to be confident, competent bicycle riders. Bike Smart is based on a game-rich bike skills curriculum developed by Local Motion and the Center for Health and Learning.

Bike Smart is FREE to Vermont organizations that serve children in grades K-8 (aside from a nominal delivery fee). Local Motion will deliver the trailer to your organization, and leave it on-site for one to two weeks. We also offer a steadily growing range of adaptive bicycles to allow children with disabilities to participate.

*Local Motion is an equal opportunity employer*