



JOB DESCRIPTION : PROGRAM COORDINATOR

Updated August 2016

{ Pending }

The Program Coordinator is responsible for implementing all Yay Bikes! programs to unparalleled standards of excellence by developing volunteer leadership who embody organizational values and supporting/celebrating their contributions however possible.

PRIMARY TASKS

VOLUNTEER RECRUITMENT, MANAGEMENT & SUPPORT

Recruit, manage and celebrate hundreds of volunteers a year in service of several programs.

Year of Yay!

- Hire, fire, train and manage all paid and volunteer labor supporting the ride (12 volunteer ride leaders and dozens of additional volunteers each year)
- Cultivate relationships with committed volunteers that honors their contribution
- Coordinate with the ride leader to ensure route and stops are appropriate; participate in the monthly vetting ride to finalize the route
- Ride each ride and support its leaders as necessary while on it
- Track volunteer hours and submit to Office Administrator after each event

Yay Valet!

- Hire, fire, train and manage all paid and volunteer labor providing the service (200+ volunteers per year and a possible setup/teardown crew)
- Cultivate relationships with committed volunteers that honors their contribution
- Post volunteer opportunities on Eventbrite and yaybikes.com
- Seek additional sources for volunteers and pursue them
- Track volunteer hours and submit to the Office Administrator after each event
- Remain on call during all events in case of an emergency; step in as necessary to help
- Work the valet and setup/teardown as needed to fill gaps in volunteer staffing

Bike the Cbus

- Post volunteer opportunities on Eventbrite and our website
- Train volunteers as necessary and coordinate their participation
- Be on-site the day-of to coordinate volunteers

Ride of Silence

- Provide support and oversight of the volunteer organizing committee as they plan the ride
- Post volunteer opportunities on Eventbrite and our website

EVENT MANAGEMENT

Handle the logistics of each event offered.

Year of Yay!

- Post the rides on yaybikes.com and on Facebook, using information from volunteer ride leaders
- Make or coordinate the making of participant buttons
- Maintain a list of stops (in Google Drive) and routes (in RideWithGPS)
- Handle registration on the morning of rides and ensure all participants have signed a waiver
- Create and deliver the pre-ride message
- Provide the Communications Director with a ride recap drafted by the ride leader

Yay Valet!

- Coordinate contracts with event organizers
- Work with event organizers to site valets and assist them in promoting them to attendees
- Post events on yaybikes.com
- Pick up and drop off rental van
- Take pictures and provide social media content during valet operations
- Organize the storage space after each event
- Secure and hand off tags, cash donations and email contacts to Office Administrator
- File a complete event report by the first business day following each event; follow up on anything requiring attention

Educational rides

- Schedule ride leads and sweeps
- Create/vet routes and coordinate stops
- Lead or sweep as needed

Bike the Cbus

- Attend all organizing committee meetings
- Acquire the proper event permits
- Coordinate the purchase of t-shirts
- Procure event rentals
- Be on-site the day-of to help manage event chaos

Ride of Silence

- Attend all organizing committee meetings
- Acquire the proper event permits
- Post the event on yaybikes.com and Facebook
- Meet with CPD regarding the route, the hiring of officers and the need for cruisers
- Gather existing and order new materials as necessary (bands, waivers, brochures, banners), and transport them to the event

Other rides and events

- Coordinate the organization's role in fundraising rides and events as they are booked (e.g., Tour de Brew, movie nights, etc.)

- Plan an annual fundraising, membership and/or volunteer appreciation event
- Be prepared to support additional projects as resources become available to offer them (e.g., Slow Rides, Night Rides, Bike Hub)

OCCASIONAL TASKS

PROGRAM DEVELOPMENT

Participate in strategic conversations around expanding and enhancing programs.

CALENDAR YEAR

May–Nov

- Non-stop program delivery

Oct–Dec

- Provide support to Communications Director and Office Administrator as they compile year-end program reports
- Provide input to Executive Director and Communications Director as they update program-specific strategic plans
- Prepare programs for the follow year (e.g., sell Yay Valet!, coordinate ride leadership and button art for Year of Yay!, etc.)
- Plan an annual fundraising, membership and/or volunteer appreciation event
- Yay Valet! and Year of Yay! program delivery

Jan–Apr

- Plan and host an annual fundraising, membership and/or volunteer appreciation event (late Apr)
- Prepare for the summer season by accomplishing as many tasks now as possible (e.g., post all known events on Eventbrite and website, make Year of Yay! buttons, organize storage, update protocols, secure contracts, etc.)
- Invest in relationships with committed volunteers and establish new ones
- Attend event planning meetings
- Year of Yay! program delivery; Yay Valet! program delivery beginning in Apr