



Bike Valet Lead

5-6 positions available

OUR MISSION

We're helping make the region a cleaner, healthier, more livable and more prosperous place by enabling more people to choose bicycling for everyday travel. Our work includes advocacy, project review, technical assistance and community engagement. We're also one of the only organizations in the Sacramento region to earn the Gold designation as a Bicycle Friendly Business from the League of American Bicyclists.

ABOUT THE BIKE VALET PROGRAM

Bike Valet turns community events into bikeable destinations by providing turn-key valet bike parking services for event participants who arrive by bike (it's like coat check for your bike). During 2015 we parked more than 15,000 bikes at 160+ community events for clients as varied as the Downtown Sacramento Partnership, Sacramento Republic FC, SactoMoFo, Sacramento Farm to Fork Festival, Capitol Beer Fest, TBD Festival and the Sacramento Rotary Club. Bike Valet is our most visible program.

THE JOB

The Bike Valet Lead serves SABA's mission by coordinating the start-to-finish delivery of valet bike parking services at community events. This position will be the face of SABA to on-site event staff, Bike Valet volunteers and individual Bike Valet customers.

- Organize and transport Bike Valet equipment to and from SABA's Bike Valet storage space in downtown Sacramento, by bike + trailer (provided) or car
- Set up the Bike Valet compound before the event
- Break down equipment after the event and organize for transport and/or storage
- Orient and supervise volunteers throughout the event
- Coordinate with the event organizer to address problems during the event (must be available by phone)
- Perform post-event tasks including documenting volunteer hours, number of bikes parked and tips received

SKILLS & TRAITS

- Interest in bicycling in Sacramento and SABA's mission
- Dependable, punctual, organized and detail-oriented
- Equally able to work independently and lead a team
- Strong logistical and simple mechanical problem-solving skills—experience with bikes is ideal
- Strong oral communication skills—must speak clearly, persuasively and appropriately in positive and negative situations
- Strong customer service skills
- Solid supervisory skills, including supervision of volunteers
- Ability to lift up to 60 pounds
- Ability to stand for extended periods
- Ability to work in low light situations (early morning, dusk, night)

- Solid bike handling skills, including the ability to pedal a tow bike pulling a fully loaded 8-foot bike trailer (about 300 lb. max) for distances up to 4-5 miles (we'll train you)
- Valid CA Driver's License and current auto insurance
- Smartphone is strongly preferred

COMPENSATION & SCHEDULE

\$15/hr. hourly rate

You'll work a casual schedule with at least 2-3 shifts per month (more depending on availability). Shifts typically last 4-6 hours, with the possibility of occasional overtime for longer events. Shifts including early morning, daytime, evening and late night events.

IMPORTANT: SABA's Bike Valet program for 2016 includes contracts for multiple events with the SactoMoFo (20+ events around Sacramento), Sacramento Republic FC (18 matches at Bonney Field), Downtown Sacramento Partnership (14 Friday Night Concerts in Chavez Park), and the Midtown Business Association's Midtown Farmer's Market (Saturday mornings, April thru September, in Midtown). We want to hear from candidates who are interested in managing one of these series of Bike Valet events.

You'll work mostly off-site at Bike Valet events in a variety of outdoor settings (parks, plazas, parking lots, trails, etc.) in a variety of weather. You'll also occasionally work from SABA's Bike Valet storage space and offices in downtown Sacramento.

In instances where you may use your own vehicle to transport Bike Valet equipment, we pay the current IRS mileage reimbursement for vehicle use off-site.

Your boss will be the Bike Valet Manager, who will train you on all aspects of the Bike Valet program and SABA's operation. Training will include staffing Bike Valet events (paid) in March.

ABOUT SABA

SABA was founded in 1991 and incorporated as a 501(c)(3) nonprofit organization in 2003 (ID #37-1474544). We currently have one full-time employee and five part-time employees working on our Bike Valet and bike theft prevention programs. We have fairly simple processes and we're always striving to improve, so we will welcome your observations and common sense suggestions.

We operate from offices in downtown Sacramento. We work in a building shared with other cool nonprofits that is located a half-block south of the 12th Street light rail station, has a secured bike room, and is the first collection site for the nation's first commercial program to convert food waste into vehicle fuel. You'll have access to a full kitchen and a shower.

NEXT STEPS

Please email saba@sacbike.org with a letter detailing your interest, qualifications and availability (when you can start work). We'll start interviewing as soon as possible. The positions stay until open 5-6 Bike Valet Leads are hired. We'll call your references after the first round.