



Bike Valet Manager

We're hiring a Bike Valet Manager to join our team of advocates, activists and idealists who are helping make our region a cleaner, healthier, safer and more prosperous place for everyone. Our work includes advocacy, technical assistance and community engagement. We're also one of the only organizations in the Sacramento region to earn the Platinum designation as a Bicycle Friendly Business from the League of American Bicyclists.

ABOUT THE POSITION

The Bike Valet Manager serves SABA's mission by directing all aspects of the Bike Valet program, which is SABA's most visible program.

We're looking for a highly organized perfectionist who loves going the extra mile to deliver high-quality service to customers and clients and help SABA raise its profile in the community.

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 2018 we parked more than 10,000 bikes at 250+ community events for clients as varied as the Downtown Sacramento Partnership, Sacramento Republic FC, SactoMoFo, Midtown Association, Sacramento Convention & Visitors Bureau and the Sacramento Rotary Club. In early 2019 we'll also begin providing Bike Valet at selected Golden 1 Center events.

THE JOB

The Bike Valet Manager is the main point of contact for the Bike Valet program, and is responsible for staffing, budgeting and contracts, client management, and equipment maintenance. The manager also serves as a Bike Valet Lead at selected events.

Contracts

- Manage current contracts with Bike Valet clients
- Identify and solicit new potential Bike Valet clients
- Participate in identifying and procuring sponsorships for the Bike Valet program

Staffing

- Hire, train and schedule Bike Valet Leads and directly supervise them as needed
- Help determine when and how many volunteers will be needed for delivering Bike Valet services
- Serve as a Bike Valet Lead for an average of 8 hours a month

Equipment & Inventory

- Supervise the organization and ongoing maintenance of all Bike Valet equipment, including bike racks, fencing, tow bikes and bike trailers
- Supervise the inventory of all on-site materials, including Bike Valet ticketing materials and signage
- Request the purchase of new Bike Valet equipment and materials as needed

Outreach

- Pursue promotional opportunities for SABA and Bike Valet

Organizational teamwork (ongoing)

- Respond quickly to emails to ensure that communication with clients and other SABA staff is complete
- Attend regular staff meetings
- Keep regular records
- Attend staff retreats and conferences as requested
- Respond to requests from your supervisor for special projects, as needed
- Work as a team player to fulfill SABA's missions and goals

SKILLS & TRAITS

- Strong understanding of and commitment to SABA's mission
- Experience supervising employees and volunteers – project, event and retail management experience is ideal
- Dependable, organized and detail-oriented
- Experienced and comfortable working independently and as part of a team
- Strong problem-solving skills
- Excellent customer service skills
- Strong writing and verbal skills—must communicate clearly, persuasively and appropriately in positive and negative situations
- Proficiency with MS Office software and Google Drive
- Solid bike handling skills, including the ability to pedal a tow bike pulling a fully loaded 8-foot bike trailer for distances up to 4-5 miles (we'll train you)
- Able to lift up to 60 pounds
- Able to stand for extended periods
- Able to work in low-light situations (early morning, dusk, night)
- Valid CA Driver's License and current auto insurance

COMPENSATION & SCHEDULE

\$18 hourly rate. This is a half-time position (20 hours per week). You'll work on-site and off-site, with a flexible work schedule that includes weekend and evening hours several days a month; May to June and September to October will be busiest. You'll work mostly in SABA's downtown Sacramento office and occasionally off-site at Bike Valet events around the region. We'd consider the option to do some work from home.

We provide up to 24 hours of sick pay per year, as required by federal law.

You'll be responsible for your own transportation to and from off-site Bike Valet events and meetings. For use of your personal vehicle (requires proof of valid auto insurance), we reimburse for mileage at the current IRS mileage reimbursement rate. You'll also be able use a bike from our small fleet.

You'll report to SABA's operations director, who will train you on all aspects of the Bike Valet programs and SABA's operation. Training will include staffing upcoming Bike Valet events (paid).

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 20 part-time employees. We

operate with 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 environmental and community nonprofits that is located a half-block south of the 12th Street light rail station and has a secured bike room. You'll have access to a shared kitchen (microwave, toaster oven, fridge) and a shower.

NEXT STEPS

Please email deb@sacbike.org with a cover letter that describes your qualifications and interest, a resume, three references, and your availability (when you could start work) no later than ***Thursday, Jan. 31, 2019.***