

Community Bicycle Shop Volunteer Coordinator

Job Posting

Calling Changemakers: Be the Heart of our Volunteer Community!

Do you thrive on connecting people and fueling purpose? Are you energized by empowering others to make a difference? If so, **apply to be the Volunteer Coordinator at Silicon Valley Bicycle Exchange!**

The Silicon Valley Bicycle Exchange is a Palo Alto-based non-profit community bike shop. Our mission is to reduce the waste stream, teach the art of bicycle repair, and provide valuable transportation to folks in the community. We are looking to support and grow our dynamic volunteer base with a volunteer coordinator. Much of our success is a result of our dedicated and hard-working volunteers who are our most valuable resource. Since our founding, we have donated over 11,000 bicycles to charity and have run thousands of skills sharing events.

In this role, you'll foster a warm and inclusive environment where individuals can contribute their unique talents and make a real impact. You'll wear many hats, but your central mission is to cultivate a thriving volunteer community that fuels our organization's success. You'll provide guidance and support at many of our volunteer events and enjoy a flexible schedule for meeting your job requirements the rest of the time.

Here's how you'll make a difference:

- **Matchmaking maestro:** Connect passionate volunteers with meaningful roles based on their skills and interests.
- **Engagement expert:** Keep volunteers motivated and connected through creative initiatives and events.
- **Recognition champion:** Celebrate volunteer achievements with meaningful awards and appreciation programs.
- **Team builder:** Coordinate diverse volunteer teams for various projects, events, and external outreach efforts.
- **Storyteller:** Track volunteer hours and impact, sharing their contributions with the world.
- **Tech wiz:** Maintain and enhance our volunteer database, streamlining processes for everyone.
- **Recruitment pro:** Attract enthusiastic volunteers through innovative campaigns across various channels.
- **Training champion:** Collaborate with staff to equip volunteers with the knowledge and skills to excel.
- **Communication hub:** Foster open communication within the volunteer community and across the organization.

- **Safety first:** Ensure volunteers understand and adhere to safety protocols while supporting their well-being.

What's in it for you?

- **Meaningful work:** Make a tangible difference in your community and empower others to do the same.
- **Supportive environment:** Collaborate with a passionate team dedicated to a shared mission.
- **Personal growth:** Gain valuable skills in leadership, communication, and program management.
- **Compensation:** competitive based on market data and experience ranging from \$17.80 to \$31.36 per hour.

The Silicon Valley Bicycle Exchange is proud to be an equal opportunity employer. We welcome people of different backgrounds, experiences, abilities and perspectives. We also understand that imposter syndrome can sometimes hold exceptional individuals back from pursuing opportunities they truly deserve. We encourage candidates to apply, even if they don't meet every listed requirement. We believe in the power of unique perspectives, and we are committed to fostering an inclusive environment where your skills, passion, and potential can shine.

To apply for this position, please submit your CV and a cover letter by emailing us at careers@bikex.org.