

## **BICAS Volunteer Coordinator Job Description**

*July 2024*

**Principle Function:** The BICAS Volunteer Coordinator will work closely with BICAS coordinators, staff, and board to manage volunteers interested in supporting BICAS at community events or other high need areas. This position requires frequent community engagement and interaction with the intention of identifying potential community partners and volunteers. Additionally, the BICAS Volunteer Coordinator facilitates the interaction between the BICAS collective and the greater Tucson community.

**Classification:** full-time, non-exempt

### **DUTIES & RESPONSIBILITIES:**

- Bottomline volunteer recruitment, job descriptions, processing of applications
- Facilitate the placement and training of volunteers in appropriate roles
- Direct volunteer supervision, including overseeing volunteer compliance with BICAS policies, procedures, and Community Agreements.
- Ensure volunteers are appropriately acknowledged with thank you letters and volunteer appreciation events.
- Maintain a volunteer database, including signed waivers, contact information, permissions and photo releases.
- Accurately track and report volunteer hours
- Schedule and manage outreach event volunteers
- Manage social media about community events, volunteer recruitment, and post photos promoting the volunteer program and BICAS community events.
- Create volunteer needs and news content for the BICAS monthly listserv.
- Coordinate the Volunteer Committee, which helps with the workload, decision-making, plan-implementation, and idea-generating aspects of the Volunteer Program at BICAS.

### **Collective:**

- Attend and participate in mandatory, twice monthly staff/collective meetings on the first and third Wednesday nights of the month ( 4 paid hours per month).
- Participate in occasional working groups such as: Hiring Committee, Art Auction Committee, Retreat Committee, Peer Review Committee, Grievance & Accountability Committee, and other ad hoc committees.
- Participate in Peer Review processes.
- Hours –an average of 2 - 4 hrs/wk, depending on working committee requirements.

**Mechanics:**

*0 - 15 hrs/wk, depending on season*

Will be cross-trained as a mechanic and in all shop positions (see Shop Mechanic job description.)

1-2 regular shop shifts depending on staff needs may be available. Hours may include subbing/ break coverage and building of floor bikes.

**Qualifications & Experience:**

- Previous experience with volunteer and/or team management preferred
- Ability to work well independently with minimal supervision and also as part of a team
- Strong commitment to the collective decision-making process and dedication to communication and transparency
- Detail oriented
- Excellent verbal communication skills and strong writing and editing capabilities
- Strong organizational and time management skills are a must
- Experience with Google Drive - Gdoc, Gsheet, Gform, Calendar, Gmeet
- Ability to coordinate volunteers to outreach events on weekends (non-negotiable)
- Knowledge of bicycle mechanics preferred