

# Bicycle Valet Supervisor Job Description

## Job Summary

**Title:** Bicycle Valet Supervisor

**Location:** Winnipeg, Manitoba

**Term:** This is a part-time/casual position.

**Application Deadline:** 11:59 p.m. CDT on June 5, 2023

**Reporting:** This position reports directly to the Bicycle Parking Coordinator

## Job Description and Terms for Posting

Bike Winnipeg is seeking passionate individuals for the position of Bicycle Valet Supervisors who will be responsible for event day management of our bicycle valet service. Applicants will be responsible for transporting valet equipment to and from the event site, setup and tear down of equipment, and general management of the service during operating hours, including management of volunteers.

Bicycle Valet Winnipeg (“BVW”) is a project of Bike Winnipeg that provides valet parking for bicycles at events in and around Winnipeg, thereby promoting the mission and vision of Bike Winnipeg.

## About Bike Winnipeg

We are an environmental, non-profit organization focused on getting more people to bike more often. Bike Winnipeg engages with citizens, community organizations, and governments to create a healthy, sustainable, and equitable city where year-round cycling is accessible to all. We work towards a Winnipeg that embraces everyday cycling through our outreach, education, and advocacy.

## Term

This is a casual position. Shifts will generally range from 5-10 hours and will often fall on evenings or weekends. Work is seasonal through the spring, summer and fall.

## Mandatory Qualifications

From a combination of formal education and related experience, you must:

1. Have a valid Manitoba Drivers License.

2. Be available to work evenings and weekends.
3. Be able to lift up to 50 pounds.
4. Be able to stand for 2 hours.

## Duties & Responsibilities

- Loading and transporting valet equipment to and from event sites (sometimes by bike, sometimes by vehicle)
- Setup and teardown of valet equipment at event site
- On site management of bicycle valet service
- On site management of bicycle valet volunteers
- Tracking and reporting of volunteer hours and number of bikes parked
- Tracking donations and expenses

Training will be provided. You are expected to provide your own cell phone.

## Abilities & Attributes

- Results-focused with strong follow through
- Excellent time management and organizational skills
- Friendly and respectful with a positive work attitude
- Organized, self-disciplined, and reliable
- Self-initiating and thrives in an independent work environment
- Strong verbal communication skills are required
- Commitment to the cause

## Application Deadline

June 2, 2023, 11:59pm Central Time

Interviews will be held via Zoom

## Remuneration

\$20.00/hr

## To apply

Applications will be accepted by **email only** until the deadline. If this opportunity interests you, please email your cover letter, resume, and references to **apply@bikewinnipeg.ca** with "Bicycle Valet Supervisor" in the subject heading. In your cover letter, please confirm that you meet all of the mandatory qualifications noted above.

We seek diversity in our workplace and strive to reflect the community we serve. Indigenous persons, women & gender-diverse people, visible minorities, and persons with a disability are encouraged to self-declare as a part of your application.

No phone calls please.