



Bike Valet Coordinator

MOVE Santa Barbara County is a medium-sized non-profit which works throughout Santa Barbara County. Our mission is to promote walking, bicycling and public transit county-wide to create healthy, sustainable, and equitable communities. We oversee events, encourage students, families and the broader community to use active transportation and advocate for safer streets. We operate three community-oriented bicycle shops in Santa Maria and Santa Barbara called Bici Centro.

Job Summary

This is an exciting opportunity to manage and grow a program that promotes sustainable transportation in our everyday lives. The primary focus of the Bike Valet Coordinator is to oversee our program providing free bike parking (bike valet) at events including regular shows at the Santa Barbara Bowl. The Bike Valet Coordinator will work closely with local event organizers and MOVE staff. Essential tasks include meeting with, discussing needs and providing budgets and proposals to event organizers; coordinating with bike valet volunteers; and overseeing bike valet events including set up, valeting bikes, and break down.

Successful candidates will possess strong skills in the following areas:

- **Organized and Detail-oriented.** Ability to organize volunteers and plan and oversee complex events.
- **Leadership:** Ability to oversee bike valet volunteers ensuring they have fun while exhibiting professional behavior.
- **Communication:** Ability to provide timely and pertinent information to a variety of stakeholders.

Location/Hours

This is a part time position based out of our office in Santa Barbara, CA. The position requires some travel, with work taking place frequently during evenings and weekends. The majority of our bike valet events occur at the Santa Barbara Bowl with concerts and events typically taking place evenings (6-hour average duration) throughout the week.

Key Responsibilities

- **Event Management and Coordination**
 - Coordinate with event partners.
 - Manage events including set up, valet services, and event takedown.
 - Recruit, train, oversee and lead volunteers.
 - Manage bike valet equipment include racks, fencing, etc.
 - Ensure events are well-organized.
- **Administration**
 - Develop bike valet costs, proposals and coordinate invoicing.
 - Manage program budget, contracts, insurance and waivers.
 - Oversee and maintain material and equipment.
 - Maintain accurate records to track events, volunteers and valet users.
- **Growth**
 - Grow the bike valet program including the number of events and volunteer participants.
 - Increase awareness of MOVE through our bike valet program leading to county-wide awareness, additional members, sponsorship and funding, and new volunteers.

Preferred Skills

- Ability to work independently and manage multiple events.
- Experience using word processing, spreadsheet, email and database programs (MS Office and Google Workspace).
- Basic bicycle mechanics.

MOVE Santa Barbara County is an equal opportunity employer. Religion, age, gender, national origin, sexual orientation, race, or color do not affect hiring, promotion, development opportunities, pay, or benefits. MOVE provides for fair treatment of employees based on merit. The company complies with all applicable federal, state, and local labor laws.

Compensation: \$18-22 per hour depending on experience. We offer paid time off for sick leave and vacation, a 401k investment plan and contributions towards a Health Savings Account.

To apply, please submit the following to Admin@MoveSBCounty.org. (Position open until filled.)

- Cover letter including salary expectations.
- Resume highlighting relevant experience and qualifications.