



Bicycle Valet Kingston – Coordinator Needed

Part-time (seasonal): 15-20 hours per week

\$18.00 per hour

Bicycle Valet Kingston (BVK) is a social enterprise of Cycle Kingston, Inc. that offers a free and secure bicycle valet parking service to bicycle riders who attend community activities – such as festivals, concerts, exhibits, sporting events, sponsored centralized shopping and dining, and other such activities. By contracting BVK to provide this bicycle parking service, organizers of these activities show their commitment to helping make their event more climate positive and encourage participants to choose cycling as their means of transportation.

Bicycle Valet Kingston is seeking a part-time Coordinator for the 2022 season to oversee operations and promote the growth of its bicycle parking services.

BVK Goals for 2022

- Increase community awareness of BVK's services and set valet bicycle parking as standard for community events and festivals.
- Coordinate and operate BVK bicycle parking services at eight (8) events (multi-day or single).
- Increase the number of volunteers associated with BVK operations.
- Develop a set of operating procedures for BVK based on successful practices found in similar enterprises.

Tasks / Objectives

- Maintain and add to a list of community events, festivals, spaces and other opportunities where BVK could provide bicycle parking services, including contact information.
- Direct marketing of BVK services to events, festivals, and community activities
- Liaison with clients and help facilitate service contracts.
- Organize and deliver all elements of the parking service, to include but not limited to: scheduling staff and volunteers, set-up, take-down, on-site supervision of staff and bicycle parking, and promoting the service at the event.
- Design and/or help design promotional materials and content for a variety of mediums (e.g., print, media releases, social media) to be used for both general and targeted BVK promotions.
- Research and review valet bicycle parking to identify best practices being used, to make change recommendations to BVK for potential improvement of services.
- Recruit and encourage volunteers, as needed, to help with BVK operations.
- Develop and/or help develop a BVK seasonal sponsorship program, and set up methodology to help clients solicit "event sponsors."

Qualifications

- Training, skills, and experience in marketing and promotions, including graphic design.
- Strong interpersonal communication skills, both verbal and written.
- Have social professional skills to engage in productive interaction with clients, BVK staff and volunteers, Cycle Kingston Board members, and the public.
- Strong organizational, leadership, and project management skills.
- Ability to lift and carry materials used to set up on-site bicycle parking facilities (e.g., fencing, bike racks, pop-up canopy, tables), up to 25 kg.

Terms

- The position will start in mid-May and continue through September.
- The position is based on an average work week of 15-20 hours per week, with a flexible schedule, as needed depending on parking event schedules including weekends. May include on-call.
- The rate of pay will be \$18.00 per hour, plus 4% vacation pay, less mandatory deductions, paid bi-weekly by e-transfer.
- The employee will work remotely, e.g., from their own home, using their own office technology (computer/ laptop), but must be available for in-person meetings in Kingston, as needed.
- While there is no designated BVK office provided, all equipment is stored in the Cycle Kingston office located in the Kingston Memorial Centre, 303 York Street, Kingston. This space can also be used as a “touchdown” office space.
- The employee must abide by all employee policies of Cycle Kingston relevant to the position, including clearing a criminal background check (CPIC) and COVID-19 health and safety (fully vaccinated and wear masks when and where required).

To Apply:

- Send your resume and a 1-page cover letter explaining why you are interested and the best candidate for this position.
 - Send your application via email by **May 9, 2022** to Hal Cain, bicyclevaletkingston@gmail.com

Bicycle Valet Kingston and Cycle Kingston, Inc. is an equal opportunity employer and organization. Persons applying for this position will not be discriminated against based on race, religion, gender, sexual orientation or disability. All qualified individuals are invited to submit an application.

We thank all applicants for their interest in the position, but only those being considered for an interview will be contacted.

