



MARIN COUNTY BICYCLE COALITION

MCBC Valet Bike Parking Lead

The Marin County Bicycle Coalition (MCBC) is a 501(c)(3) non-profit organization dedicated to promoting safe bicycling for everyday transportation and recreation. We have an opportunity to join our staff as the Valet Bicycle Parking Lead. The person for this job will need to have their own vehicle that is able to tow our bike parking trailer (you need a hitch). You should be able to lift up to 70lbs, be friendly and customer service focused.

About Valet Bike Parking

Valet Bicycle Parking encourages the community to bike to events. MCBC provides this service at multiple events around the County from April through October. Events include the Marin County Fair, Fairfax Festival, Biketoberfest, Mill Valley Music Festival, Sound Summit, and more. At each event where valet bike parking is offered, we build a bike parking corral, essentially a fenced-off, secure area for event attendees to drop off their bikes for the duration of the event. When bikes are dropped off at our secure, volunteer-staffed corrals, cyclists are issued a paper ticket that will identify their bike. The bikes are secured in the corral and returned to their owners with their bike valet ticket (it's like a coat check for your bike).

We're looking for a highly organized person who loves going the extra mile to deliver high-quality customer service as the MCBC Valet Bike Parking Lead.

Valet Bike Lead

The MCBC Valet Bike Lead is our boots on the ground at all events where MCBC provides valet bike parking. You'll ensure the event runs smoothly by creating a usable space for bike parking with branded fencing and portable bike racks. You will manage the bike parking volunteers, and create a welcoming environment for cyclists valeting their bikes.

- Help determine volunteer shift schedule for each event and how many volunteers will be needed overall
- Direct Bike Valet volunteers in parking procedures and work together to efficiently park bikes and return them to their owners in a timely manner
- Maintain and organize all Bike Valet equipment, including bike racks, fencing, and the bike parking trailer
- Manage the inventory of all bike parking materials, including Bike Valet tickets and MCBC donation information and signage. Request the purchase of new materials as needed
- Respond timely to emails to ensure that communication with event organizers and MCBC staff is complete
- Keep regular records of events and attendance

- Represent MCBC at events where we are offering Valet Bicycle parking services

Qualifications

- Value bicycling and bike-friendly communities
- Dependable, organized and detail-oriented
- Valid CA Driver's License and current auto insurance
- Ability to tow the bike parking trailer with your own vehicle, you need a hitch.
- Lift up to 70lbs, able to stand for extended periods and able to work in low-light situations (early morning, dusk, night)
- Comfortable working independently and as part of a team
- Must be able to communicate clearly, and appropriately in a fast paced environment.
- Helpful to have some experience using Google forms

Pay

\$25 hourly rate, part-time, seasonal. You'll work on-site at events that are held mostly weekend and evening hours April to October. Plus a one week commitment to the Marin County Fair in late June/early July. You will also be reimbursed for mileage incurred with the IRS standard mileage rates.

To Apply

Please send information about yourself including contact information to jobs@marinbike.org with the subject line "Valet Bike Parking Lead - [Your Full Name]".

Emails only, no phone calls please.

MARIN COUNTY BICYCLE COALITION IS AN EQUAL OPPORTUNITY EMPLOYER