

# BikeAlameda Volunteer Positions 2007

**BikeAlameda** believes in communities that have safe streets, convenient access, clean air and active, healthy citizens.

BikeAlameda's mission is to encourage everyday use of the bicycle in and around Alameda. We serve the community through services such as event valet bike parking, Bicycle Safety Classes, Bike To Work Day and we advocate for a larger bicycle street network and more bike facilities.

*BikeAlameda is a nonprofit 501(c)(3) California corporation (EIN 91-2150996)*

<b>Volunteer Coordinator</b>	<b>Web Page Updater</b>
<p><b>Description:</b></p> <p>Recruit and coordinate volunteers. The coordinator will need to advertise volunteer positions and interview prospective volunteers, maintain a list of volunteers for recognition at the annual volunteer appreciation party. The volunteer coordinator will work with the executive director, board and heads of committees.</p> <p><b>Skills Needed:</b></p> <ul style="list-style-type: none"><li>• dependability and flexibility</li><li>• ability to liaison with local newspapers and other agencies to get volunteers</li><li>• enthusiasm</li></ul> <p><b>Time Commitment:</b></p> <ul style="list-style-type: none"><li>• commitment to this duty for one year</li><li>• 5 hours per month, mostly phone and email</li></ul>	<p><b>Description:</b></p> <p>Volunteer to help BikeAlameda maintain its web pages – <a href="http://www.bikealameda.org">www.bikealameda.org</a>.</p> <p>The volunteer will make updates to existing web site and create new web pages as needed. Work with others to improve our web site and keep it up-to-date.</p> <p><b>Skills Needed:</b></p> <ul style="list-style-type: none"><li>• dependability and flexibility</li><li>• knowledge of modern XHTML syntax and CSS</li><li>• PHP experience is a plus</li></ul> <p><b>Training:</b></p> <p>Volunteer will be given a tour of the web site and the overall mission of the group. No HTML training will be given.</p> <p><b>Time Commitment:</b></p> <ul style="list-style-type: none"><li>• pages will need to be updated at most weekly or as needed (1 - 2 hours per month)</li><li>• commitment to this duty for one year</li></ul>

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## Valet Bike Parker

### Description:

Work on a team to park bikes at local Alameda events. The valet bike parker will staff a table and bike corral, secure bikes, distribute literature, and monitor the bikes.

### Skills Needed:

- dependability and flexibility
- able to follow a methodology for checking in, parking, and checking out bikes
- friendliness and courtesy are essential

### Optional skills:

- Knowledge of Alameda bike paths, trails facilities
- Ability to give information on safe bike riding habits

### Training:

Volunteers are paired with a veteran parker and trained on their first volunteer opportunity. An instruction sheet is provided beforehand and is available at the Valet Bike Parking station.

### Time Commitment:

- One 3-4 hour shift
- Next events:

Friday, July 13 5PM-8PM- crab cove concert

Sat, July 21 10AM – 5PM art show

Sun, July 22 1PM – 5PM auction

July 29,30 - Art and Wine Faire

Friday, Aug 10 5PM-8PM- crab cove concert

Sept 15, 16 Peanut, Butter Jam

Oct 13 Car Show Park Street

## Advocate

### Description:

Make phone calls for bike lanes, bike racks and other bike things. Work on a team to prioritize our advocacy tasks and then work to get things done.

### Skills Needed:

- dependability and flexibility
- making phone calls and speaking at public meetings
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### Optional skills:

- Knowledge of Alameda bike paths, trails facilities

### Training:

Volunteers are paired with a veteran advocate and start off slowly, learning “the ropes” of Alameda city government.

### Time Commitment:

- 2-5 hours per month
- one year commitment

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<p style="text-align: center;"><b>Newsletter Coordinator</b></p> <p><b>Description:</b></p> <p>Help create our quarterly publication – The BikeAlameda Cyclist.</p> <p>Recruit newsletter writers and photographers. Schedule and run the quarterly newsletter meeting, to schedule content. The coordinator will accept articles and send them to the editors. Work with the newsletter publisher on the final product. Ensure that the newsletter is printed and sent to members.</p> <p><b>Skills Needed:</b></p> <ul style="list-style-type: none"><li>• dependability and flexibility</li><li>• organization</li><li>•</li></ul> <p><b>Training:</b></p> <ul style="list-style-type: none"><li>• Coordinator will be trained on how the current newsletter is created.</li></ul> <p><b>Time Commitment:</b></p> <ul style="list-style-type: none"><li>• commitment to this duty for two years</li><li>• 5-10 hours per quarter</li></ul>	<p style="text-align: center;"><b>Desktop Publisher</b></p> <p><b>Description:</b></p> <p>We need someone to supplement our fantastic graphics person. We create flyers, a newsletter, posters and other publicity and we'd like someone talented to share the tasks. "</p> <p><b>Skills Needed:</b></p> <ul style="list-style-type: none"><li>• dependability and flexibility</li><li>• Knowledge of desktop publishing software</li><li>• creativity</li></ul> <p><b>Training:</b></p> <ul style="list-style-type: none"><li>• Volunteer will be shown the current process and given the current template for the newsletter.</li></ul> <p><b>Time Commitment:</b></p> <ul style="list-style-type: none"><li>• commitment to this duty for two years</li><li>• 5-10 hours per quarter</li></ul>
<p style="text-align: center;"><b>Newsletter Writer/Photographer</b></p> <p><b>Description:</b></p> <p>Get your stuff published!</p> <p>Write articles for the BikeAlameda Cyclist and/or take interesting photos for the newsletter.</p> <p><b>Time Commitment:</b></p> <ul style="list-style-type: none"><li>• quarterly newsletter team meeting</li></ul>	

## BikeAlameda Volunteer Positions 2007

<b>Board Member</b>	<b>Bike To Work Day Coordinator</b>
<p><b>Description:</b></p> <p>Join our terrific board of directors for fun and challenging work steering BikeAlameda in its mission.</p> <p><b>Prerequisite:</b></p> <ul style="list-style-type: none"><li>• lead an event or activity</li><li>• attend a board meeting</li></ul> <p>(This is an elected position)</p> <p><b>Skills Needed:</b></p> <ul style="list-style-type: none"><li>• dependability and flexibility</li><li>• interest in promoting BikeAlameda's mission</li></ul> <p><b>Training:</b></p> <p>Each new board member is teamed up with a veteran for training and receives a board packet of information.</p> <p><b>Time Commitment:</b></p> <ul style="list-style-type: none"><li>• Two year</li><li>• Bimonthly board meetings 3<sup>rd</sup> Weds of the month, plus committee membership of choice</li></ul>	<p><b>Description:</b></p> <p>Make Bike To Work Day happen next year. We need someone to plan BTWD 2008. Some of the tasks are: solicit donations, publicize the event by writing newspaper articles, recruit volunteers. This also involves working with the Bayarea wide BTWD committee. We have lots of experience doing this event, we just need someone who can follow through make it happen again next year.</p> <p><b>Skills Needed:</b></p> <ul style="list-style-type: none"><li>• dependability and flexibility</li><li>• organization</li><li>• email</li></ul> <p><b>Time Commitment:</b></p> <ul style="list-style-type: none"><li>• 1-2 hours per week January – May 2008</li><li>•</li></ul>

**For any of these positions, contact the volunteer coordinator:** Lucy Gigli, (510) 595-4690, [lucy@bikealameda.org](mailto:lucy@bikealameda.org)