

Volunteer Role: Ward Ride Coordinator

Bike Calgary envisions a future where Calgary is a human-centered and active mobility-friendly city. All people will have equitable, viable, and safe options to ride bikes for commuting, errands, and leisure.

Bike Calgary organizes ward rides with City Councilors to build relationships that help Councilors and Administration experience moving through their ward by bike. Previous rides have helped in securing funding in the City Budget for new cycling and walking infrastructure. This is an effective advocacy tool for our organization and **we need your help to keep up this important work!**

We are searching for a reliable and organized volunteer to join our team as the Ward Ride Coordinator. This role is critical to support scheduling and execution of rides with City Councillors, City Administration, and Bike Calgary. To be successful in this role, communication, and organizational skills are critical. As well, familiarity with digital communication tools is required.

Volunteer Responsibilities:

- Understand the objectives of ward rides
- Communicate with the Councilors' offices, City Administration, and the Bike Calgary Advocacy and Infrastructure committees using email, Slack, and Microsoft Teams
- Attend online planning meetings with Councilors' offices (when required)
- Schedule rides (primarily in the summer but potentially at other times of the year)
- Manage tracking spreadsheet and calendar of events

Optional Volunteer Responsibilities:

- Attend the ward rides
- Take photos/videos for use by Bike Calgary (e.g. social media)

Volunteer Commitment:

- Duration: Immediate - Sept. 2024 (possibility to extend)
- Hours: 8-12 hours per month

Volunteer Benefits:

- Communication, logistics and administrative experience
- Reference letter available after successful completion of the volunteer commitment
- Connecting with and contributing to your community
- Opportunity to attend ward rides, if you are interested

To apply please email volunteer@bikecalgary.org with the subject line: Ward Ride Coordinator. Please let us know a little bit about yourself, why you are interested in the role and what you think you would bring to the team. No formal resume is needed.

This posting will remain active until we fill the role.