

# **Manager for the Bicycle Co-Operative of Williamsburg A Project of BikeWalk Williamsburg**

## **Vision**

To provide access to bicycles for youth and adults in our community who otherwise cannot obtain functional bicycles.

## **Mission**

To solicit, receive and refurbish donated bicycles and distribute them to individuals referred to us by social service agencies, to provide a facility for the repair of bicycles, to train youth in operating such a facility, and to educate the community about the benefits of safe bicycling.

BikeWalk Williamsburg is seeking a 20-hour a week manager for the Bicycle Co-Op of Williamsburg. Supported by volunteers, the manager will oversee sales and inventory, and coordinate the Co-Op's operation. Starting pay: \$20-\$22 per hour. Hours can increase to full time as the Co-Op grows in success.

## **Position Description: Co-Op Manager**

Preamble: The Bicycle Co-Op opened its storefront in November 2021. Since then, the Co-Op has been successful beyond expectations. There is very high demand in our community for used bicycles, and income from bicycle sales has surpassed expenses of running the all-volunteer shop. The Co-Op sells bicycles as quickly as they can be refurbished. In addition, social service agencies see the Co-Op as a valuable resource as they work to serve those who are impoverished and need a bicycle but cannot afford one. The Co-Op regularly provides free bicycles, helmets, and lights to clients referred to us from FISH, the Williamsburg House of Mercy, Grove Christian Outreach Center, 3e Restoration, the Avalon Center, the Salvation Army, and the City of Williamsburg Human Services, James City County Social Services, York County Social Services,.

Currently, the Bicycle Co-op is staffed entirely by volunteers. Members of the BikeWalk Williamsburg Board desire to expand the Co-Op's operations. BikeWalk Williamsburg seeks a paid part-time (20 hours a week) Co-Op Manager to provide a consistent presence among volunteers, and to coordinate the efforts of volunteers in customer interface (sales), bicycle refurbishment, and general store operation.

## **The Co-Op Manager will:**

- Be responsible for overall coordination of Co Op operations
- Work with the Management Team to draft an annual budget and develop Quarterly updates for review and approval by the BWW Board
- Work with the Co-Op Management Team to recruit, train, schedule, and manage sales and mechanical volunteers to assist in operating the Co-Op.
- Ensure daily maintenance and reporting of inventory and sales.

- Work with the Co-Op Management Team to set retail operating hours. Ensure site security during opening hours.
- Work with the Co-Op Management Team to document and update operation procedures.

Send resume to [bikecoop@bikewalkwilliamsburg.org](mailto:bikecoop@bikewalkwilliamsburg.org)