JOB DESCRIPTION

Bike Smart Trailer Driver

POSITION OVERVIEW
The Bike Smart Trailer Driver will be responsible for safely delivering our Bike Smart trailers to schools around Vermont and for ensuring that the trailer inventory (bikes and program materials) is maintained in good working condition and properly stocked. In addition to driving, this dynamic position requires coordination with customers (school staff) and some on-site troubleshooting. The delivery work is generally performed on the weekends, such that the trailer is in place Monday morning, and is moved to the next location by the following Monday morning.

RESPONSIBILITIES:
Responsibilities include, but are not limited to:
● Drive vehicle towing a 20 foot box trailer to school locations according to the Bike Smart master schedule.
● Interact with teachers through emails and phone calls to work out delivery times and specific location to place trailer.
● Inspect trailer after each school’s loan; handle any bikes in need of repair by either repairing onsite or coordinating repair with Local Motion’s mechanic.
● Restock trailer with program supplies as needed after each school’s loan in preparation for next school loan.
● Provide on-site troubleshooting and minor repairs (flat tires, cables, etc.) as needed.
● Coordinate with other Local Motion staff.

REQUIRED QUALIFICATIONS
● Trailer towing experience
● Clean driving record
● Weekend availability
● Basic computer skills (email, calendars, form-filling)
● Ability to lift 50 pounds and move bicycles
● Mechanical aptitude to learn basic bike maintenance skills

DESIRED QUALIFICATIONS
● While we have vans to tow our trailers, use of your own truck or van with the capacity to tow a large box trailer is preferred. The vehicle needs to be at least ¾ ton, with hookup for electric brakes and lights via a standard single 7 pin plug, and a 2- 5/16” hitch.
● Basic bicycle maintenance skills
● Passion for bikes, youth, and the mission of the Bike Smart program
WAGE
This is an hourly non-exempt part-time position, 4-6 hours per week depending on delivery route, April-November. Starting wage is $18.50 per hour. There are no benefits associated with this position. There will be mileage reimbursement for using your own vehicle.

REPORTING
This position reports to the manager of our education programs.

TO APPLY
Send your resume and cover letter to jobs@localmotion.org.

About Local Motion
Local Motion is Vermont’s statewide advocate for active transportation, vibrant communities, and safe streets. Based in Burlington Vermont, we work at the local and state levels to support better roads and trails for biking and walking, teach bike skills training programs for children and adults, collaborate with government to improve on-road safety, and inspire and support local advocates across Vermont to become leaders for better biking and walking in their communities. We also rent bikes to the public at our Trailside Center and operate the Island Line Bike Ferry connecting the Burlington area to the Champlain Islands.

We are a matrixed organization and value all staff members’ opinions and ideas, meaning there is ample opportunity to work across teams and programs on a variety of initiatives, and to grow in the position. We strive for an inclusive work environment where each person feels welcomed, respected, supported, and valued as a team member. Join Local Motion and help us make biking and walking a way of life across Vermont!

About Bike Smart
The Bike Smart program provides organizations with a 20’ trailer with 50+ kids’ bikes (in a full range of sizes), training materials, helmets, tools, support; everything an instructor would need to teach children how to be confident, competent bicycle riders. Bike Smart is based on a game-rich bike skills curriculum developed by Local Motion and the Center for Health and Learning.

Bike Smart is FREE to Vermont organizations that serve children in grades K-8 (aside from a nominal delivery fee). Local Motion will deliver the trailer to your organization, and leave it on-site for one to two weeks. We also offer a steadily growing range of adaptive bicycles to allow children with disabilities to participate.

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Local Motion is an Equal Opportunity Employer.
We are looking for candidates who will contribute to the diversity and excellence of the organization.