



The mission of the Columbus Bicycle Co-op, Inc. (<http://www.bikeco-op.org>) is to make bicycling an accessible and sustainable means of transportation and recreation for all residents of Bartholomew County.

Executive Director- Columbike and the Columbus Bicycle Co-op

- Overall responsibility for the operations and maintenance of the Columbike B-Cycle Bikeshare Program in partnership with the Columbus Bicycle Co-op.
- Position will be compensated for 40 hours a week for a contract of 2 years (December, 2020). Work hours will vary and may include evening and weekend commitments.
- **Desired skills and experience include:**
 - Marketing experience
 - Customer service and relationship building skills
 - Budgeting and reporting
 - Basic mechanical skills, interest in and familiarity with bicycles
 - Problem solving skills
 - Flexibility
 - Hold a valid driver's license
 - Technological experience using a point of sale system, excel, and internet applications
- **Major Duties and Responsibilities**
 - Successfully manage the efficient operation and maintenance of the BCycle Bike Share Program in partnership with the Bicycle Co-op
 - Report to the Bicycle Co-op Board and act as the supervisor to the Bike Co-op Shop Manager and Volunteer Coordinator
 - Enhance the marketing of both the Columbike and Columbus Bike Co-op programs to improve public awareness in order to meet the targets established by the Board
 - Develop relationships with key stakeholders to increase ridership and improve the network
 - Monitor BCycle App on Smartphone daily and respond to Kiosk & rider issues in a timely fashion.
 - Maintain Columbike bicycles and kiosks to assure proper function and appearance.
- **Minor Duties and Responsibilities**
 - Hold monthly staff meetings with the Shop Manager and Volunteer Coordinator (Discuss weekends /plan for balance of the week)
 - Participate in monthly Bike Co-op Board Meetings
 - Lead Columbike Accountability Team meeting 3-4 times a year to ensure all Columbike stakeholders are aware of financials, operations, ridership and other



data necessary to ensure program is tracking successfully (Columbus Park Foundation, Columbus Parks and Recreation Department, Columbus Visitors Center, CRH Healthy Communities, Cummins, etc.)

- Monitor BCycle Administration Report for ColumBike daily for rider & revenue information Ride Bikes weekly to test App, and assure that the system is working correctly
- Monitor all BCycle information & weekly 411 Newsletter
- Monitor other Bike Share programs for ideas and activities that might be an asset or addition to our program
- Balance bicycles as needed among the kiosks to assure availability.