



# Purple Bikes Internship

## Purpose of the USC Internship Program

*To develop a meaningful relationship between students and USC staff in order to promote mutual learning and experience.*

## ORGANIZATION SUMMARY

Purple Bikes is a growing initiative that promotes cycling in London. It helps others ride about town by making cycling accessible and fostering the cycling culture. Through its work, more people save time and money during their commute and reap the health benefits of active transportation.

## POSITION SUMMARY

The Purple Bikes intern will lead and collaborate with volunteers to promote cycling in London.

## Duties

- Foster the growth of the Purple Bikes program by increasing membership, ridership, quality of services and community engagement.
- Recruit, train and coordinate volunteers to staff the workshop during its hours of operation.
- Develop promotional material to raise awareness and communicate the services offered.
- Practice stewardship over the organization's finances. Keep complete financial records.
- Ensure the workshop is properly stocked with new and used inventory for sale.
- Ensure the rental fleet is maintained in accordance with the procedures established by the USC.
- Recruit and collaborate with volunteers to fulfill above duties.

## Qualifications

- Strong interpersonal skills.
- Strong oral and written communication skills.
- Superior organization and record keeping practices.
- Superior time management skills.
- Ability to set objectives and develop clear action plans.
- Ability to delegate tasks to volunteers and ensure timely completion.
- Knowledge of bike mechanics or a willingness to learn basic bike mechanics is required.
- Passion for improving London's cycling community.

## Compensation

- \$14/hour, 15 hours per week

*Tentative Start Date: June 2013*



## **Purple Bikes Internship**

Please forward resume for review by June 7th, 2013 at 4:30 p.m. to:

**Karla Pacheco**

**Human Resources Generalist**

**University Students' Council of The University of Western Ontario**

**Room 340, UCC Bldg**

**London, ON N6A 3K7**

**FAX: (519) 661-2094**

**[usc.jobs@westernusc.ca](mailto:usc.jobs@westernusc.ca)**

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