



University Students' Council – Position Description

Position Title:	Purple Bikes Intern
Supervisor:	Senior Manager, Promotions
Remuneration:	\$16/ per hour
Hours of Work:	Maximum of 15 hours per week
Term:	April 2019- October 2019

OVERVIEW:

The Purple Bikes is a community bike workshop which teaches individuals how to fix their own bicycles and rent at an affordable price. The Purple Bikes mandate is to help others ride in town by making cycling accessible and fostering a cycling culture. Through Purple Bikes, people are empowered to maintain their bicycles and do so affordably in order to keep the Western community active.

DUTIES AND RESPONSIBILITIES:

- 1) The Purple Bikes Intern will lead and collaborate with volunteers to ensure the day-to-day operation of the shop and educate people on what Purple Bikes is.
- 2) Foster the growth of the organization by increasing membership, ridership, quality of services and community engagement.
- 3) Practice stewardship over the organization's finances. Must keep complete financial records up-to-date.
- 4) Interface with the USC to maintain relations and carry out initiatives involving the University Students' Council.
- 5) Ensure the workshop is properly stocked with new and used inventory for sale.
- 6) Ensure the rental fleet is maintained in accordance with the procedures established by the USC.
- 7) Attend and plan weekly meetings with the Purple Bikes' executive team.
- 8) Recruit and collaborate with volunteers to fulfill above duties.
- 9) Interact with members of Purple Bikes and educate them on the workings of their bicycle.
- 10) Complete a final report at the end of the term (October).

QUALIFICATIONS:

Prior knowledge, background or experience in the Purple Bikes services and operations is essential. Qualified candidates for this position must be an undergraduate student of Western University.

KNOWLEDGE, SKILLS and ABILITIES:

- a) Strong interpersonal skills,
- b) Strong oral and written communication skills,
- c) Superior organization and record keeping practices,
- d) Superior time management skills,
- e) Ability to set objectives and develop clear action plans,
- f) Ability to delegate tasks to volunteers and ensure timely completion,
- g) Knowledge of bike mechanics,
- h) Willingness to learn basic bike mechanics is required, and
- i) Passion for improving London's cycling community

TRAINING:

The Purple Bikes Intern will be required to attend all USC-mandated training sessions for their position, as determined by Senior Manager, Promotions and the Promotions Department.

The Purple Bikes Intern will be expected to attend a mandatory Health and Safety training seminar conducted at the beginning of their term.