

Some of the tasks carried out by the bicycle class coordinator, fall 2011–summer 2014.

Volunteer recruitment, including outreach through bike club groups, social and other media, and community contacts. Interview volunteers and shepherd them through the application and orientation process. Schedule class series dates, coordinating with both the Youth Center and available volunteer instructors. Schedule instructors. Update shared calendars or other scheduling tools. Adjust class dates and instructor schedules as needed, in event of Youth Center lockdown or unexpected absence of students (e.g., due to early release, illness, or other factors). Communicate with Youth Center staff, by email, in person, and by phone. Respond to questions or requests for interviews from media and others. Communicate with instructors, including to be aware of any adjustments recommended for the class. Keep track of students' anticipated release dates to ensure completion of course work. Check with students and instructors and ensure that, by the end of the series, all bikes labeled for pick-up are street legal (e.g., brakes, reflectors), in good operating condition, and have their ID labels attached securely. Keep track of any follow-up that may be needed with individual students. Keep track of parts, supplies, and graduation gifts, and obtain items as needed. Prepare labels and containers for parts and supplies as needed. Coach new instructors and students about organization of tools, parts, and supplies in the bike sheds, and oversee orderly maintenance of the sheds. Maintain checklists of class set-up and class guidelines for referral by new instructors and students. Write thank you letters and acknowledgements. Write bios for volunteer instructors and descriptions of other class supporters. Public relations outreach, including acknowledgements of volunteer instructors and other class supporters through social or other media. Obtain and photocopy instructional materials. Prepare welcome packets for new students. Distribute graduation gifts to students. Make sure that necessary documents get signed for Youth Center records (e.g., attendance sheets, certificates of completion). Prepare, copy, and laminate name/gear ID tags. Maintain sufficient awareness of available used bikes on hand, as well as current students' interests and needs, and put in requests with the Youth Center or others for additional used bikes when needed. Launder shop rags. Request staff to remove recycling and garbage from bike shed as needed.