



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

## BNB Volunteer - Sales Apprentice

(Revised 03/24/2021)

### Position Description

The primary responsibilities of the BNB Volunteer - Sales Apprentice are to greet customers in person and on the phone, organize special orders, assist customers with helpful information on bikes, parts, and other products, facilitate bike donation intake, assist BNB staff with inventory management and organization, and cleaning/sanitizing BNB spaces.

All volunteers will support our efforts to use the bicycle as a vehicle for social change. Volunteers may also have the opportunity to provide campaign support in our Bicyclists Organizing for Community Action (BOCA) program, assist with online sales, and assist mechanics to build bicycles for resale or for use in BNB programs.

Specific responsibilities include, but are not limited to:

- Follow workflows according to Bikes Not Bombs' Bike Shop policies and procedures
- Keep all benches, workspaces, and the overall bike shop clean
- Participate actively as a member of various volunteer teams
- Be customer service oriented and personable as you represent the organization
- Interact with bike donors who visit the store
- Interact with customers, selling bicycles, accessories, and repair services
- Keep the inventory of the shop (in retail space) priced, organized, and well-displayed (if applicable)
- Other duties as assigned

**Approximate Time Commitment:** 2-4 hrs/day as needed. Volunteers may work a regular schedule up to 5 times per week.

**Ideal Time Commitment:** 4 hrs per day

### Volunteer Schedule

- During bike shop open hours:
  - Tuesdays, 12-7p
  - Wednesdays, 12-7p
  - Thursdays, 12-7p
  - Fridays, 12-7p
  - Saturdays, 11a-5p

### Background and Qualifications:

The ideal person for this role can convey a high degree of commitment and passion for the mission of Bikes Not Bombs; the ability to work in a fast-paced environment, manage multiple priorities and take initiative with minimal supervision; excellent oral and written communication skills that are effective with a diverse range of audiences; Strong computer skills and ability to become proficient in relevant software.

- Strong set of personal and professional values; belief in our mission to use the bicycle as a vehicle for social change
- Experience working directly with youth 12+ and young adults
- Demonstrated competency as a role model and peer
- Decisive, good quality judgement and decision-making skills
- Takes initiative
- Experience with bicycle repair and maintenance
- Excellent interpersonal and communications skills, both written and verbal
- Demonstrated ability to work with staff and other volunteers effectively
- Self-motivated, resourceful, and creative

- Commitment to excellence a must

**Equity & Inclusion:**

Constituent leadership is central to the mission of BNB and is highlighted in BNB's current Strategic Plan. As such, BNB is seeking to more fully represent our community and constituencies, **particularly youth, women, and Black, Indigenous, People of Color (BIPOC) in Boston and of communities in the Global South** so as to amplify that voice and provide an opportunity for our constituency to participate in the overall direction and leadership of the organization. As such, we actively encourage candidates from broadly diverse ethnic and cultural backgrounds. Bikes Not Bombs is an Equal Employment Opportunity employer.

**Application Process:**

1. Please submit your interest on the [Volunteer Interest Form](#) to indicate your preferences and availability and receive an application
2. Submit an application form indicating the specific role/s you're interested in and qualifications you have.
3. (If available) Also submit your resume to Community Engagement & Events Officer, Gary Chin at [gary@bikesnotbombs.org](mailto:gary@bikesnotbombs.org). Please include your full name and "Volunteer Apprenticeship" in the subject line.
4. Set up a phone interview
5. Complete an orientation

**BNB's Mission & History:**

Bikes Not Bombs uses the bicycle as a vehicle for social change to achieve economic mobility for Black and other marginalized people in Boston and the Global South. Each year we collect roughly 5,000 used bicycles and tons of used parts from our supporters around Greater Boston and New England. We ship most of these bikes overseas to economic development projects through our [International Partnerships](#) in Africa, Latin America, and the Caribbean. Bikes that don't get shipped are distributed in [Youth Pathways](#) where teens learn bicycle safety and mechanics skills in the process of earning bikes to keep for themselves. Our retail [Bike Shop & Training Center](#) also reconditions and sells some of the donated bikes that we receive, employing many graduates of our programs. The Shop's profit from the bicycle sales, parts sales, and repairs goes towards funding our youth and international work. BNB is 35 years-old and has an annual budget of \$1.3 million.