



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 - Bike Recycling Apprentice

(Revised 03/24/2021)

Position Description

The BNB Volunteer - Bike Recycling Apprentice position works to process bicycles and various parts for international shipping and other bike distribution programs. The goal is to support BNB's efforts to use the bicycle as a vehicle for social change. Typically, Bikes Not Bombs relies heavily on our volunteers and donations to ship 600 bikes per container to each international partner. Volunteers also help to organize approximately (30) bike drives per year and load containers for shipment.

Volunteers may also have the opportunity to work as Bike Instructors in our Bike School programs, provide campaign support in our Bicyclists Organizing for Community Action (BOCA) program, assist with online sales, or assemble/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 Recycling standards
- Keep all benches, workspaces, and the recycling area clean
- Support Bike Drive events (weekend availability, Spring/Fall)
- Support Container Loading events (throughout the week, as scheduled)
- Participate actively as a member of various volunteer teams
- Engage positively with participants, volunteers, and staff (youth or otherwise) to process donations
- Interact with bike donors
- Be customer service oriented and personable as you represent the organization
- 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

- Processing & Recycling
 - Mondays, 9a-3p
 - Tuesdays, 9a-3p (Pick ups, off-site)
 - Wednesdays, 9-3p
 - Thursdays, 9-3p
 - Fridays, 9-3p
 - *Container Loadings* throughout the week, as scheduled
 - *Bike Drives* in Spring/Fall, on weekends

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 preferred but not required
- 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. 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.