



Asheville on Bikes RIDE YOUR CITY

The Cycle Smart coordinator position will be supported through Blue Ridge Bicycle Club and Asheville on Bikes. The coordinator will be hired on a seven month basis running from April through the end of October. The coordinator's job description and target goal are outlined below. A \$1,500.00 stipend will be paid in three \$500 allotments over the seven month period. The coordinator would be hired as an independent contractor. The coordinator's responsibilities include:

- Coordinate four to five Cycle Smart classes
 - Coordination begins in April '18 for 2018 schedule
 - May 12
 - June 9
 - Aug 11
 - Sept 8
 - Oct 13
 - Work with Cycle Smart web developer to coordinate class registration
- Market the Cycle Smart classes to public and institutions to increase enrollment
 - Communicate class purpose, goals, schedule
 - Capture and utilize Cycle Smart success stories
 - Update Cycle Smart website
 - Partner with various agencies
 - Identify enrollment incentives
- Coordinate classes:
 - One LCI instructor and one associate instructor
 - A minimum of three students / class and a maximum of ten students
 - Teaching materials are present and accounted for
 - Lcd projector and adapters/cables
 - League text materials
 - League bike skill materials
 - Pre- & post-class student survey materials
- Manage teaching materials
 - Ensure proper use and return of Cycle Smart teaching materials
- Prepare three mini- reports
 - Outline communication plan
 - Document successful partnerships and identify potential partnerships
 - Document successes, challenges, and barriers
 - Include pre and post survey results
 - Document successful teaching material management practices
 - Summarize hours for future plans

