



Midtown Bike + Walk Ambassador Coordinator

Job Description

Overview

This new, seasonal position will coordinate the Midtown Bike + Walk Ambassadors program for the Midtown Greenway Coalition. The program seeks to have friendly volunteers welcome cyclists and pedestrians to the Midtown Greenway and Midtown area along Lake Street.

The Coordinator will lead weekly bike rides and walks along and near the Midtown Greenway and Lake Street.

The position is temporary/seasonal; start and end dates can be negotiated (May – November preferred). The number of weekly hours can also be negotiated and are flexible, with a goal of the Coordinator leading at least 1 bike ride and 1 walk per week. On average, the number of work hours would be 5 – 10 hours per week, and can flex up to 15 hour per week depending on availability.

The wage is \$15 per hour. No additional benefits are offered as part of this position.

DUTIES AND RESPONSIBILITIES

Serve the Midtown area (between 35W and Hiawatha/55) by creating a positive experience for all on and around Lake Street and the Midtown Greenway.

Conduct neighborhood Outreach. Recruit and lead groups of volunteers on weekly bike rides and walks in the Midtown area, including in the Greenway, Lake Street, and nearby streets.

Create system to track volunteer hours and award gift cards to Midtown businesses based on number of hours volunteered. Coordinate distribution of gift cards to volunteers.

Actively acknowledge cyclists and pedestrians with a friendly greeting and provide directions, information, city information, or recommendations.

Answer questions from the public regarding directions, events, building locations, and parking.

General litter pickup, as needed.

Minor bike repair, as needed, including fixing flats.

Represent the Midtown Bike + Walk Ambassadors at special events and recruit volunteers.

Interact with Midtown/Lake Street businesses to provide support and connect them with appropriate City agencies and resources.

Provide reports of broken infrastructure, graffiti, and other issues to 311 and maintain a log of reports.

QUALIFICATIONS

Must be able to walk/roll and bike in various weather conditions. This position is seasonal and will operate in the spring, summer, and early fall of 2021. If additional funds are available, the position could be extended into late 2021 and early 2022.

Strong ability to work and interact with the public in a friendly and professional manner.

Knowledge of how to fix a flat bike tire and/or willingness to learn how to fix flats.

Self-motivated, with the ability to work under minimal supervision, as well as work as part of a team.

Knowledge of Midtown area/neighborhoods and the community strongly preferred.

Strong communication skills, both verbal and written.

Bilingual English/Spanish strongly preferred.

Must be able to lift up to 40 pounds on occasion

Familiarity and experience using a smartphone device required.

Available to work weekends.

Strong customer service or hospitality experience required.

COMPENSATION

Starting pay is \$15.00/hour.

The position is seasonal/temporary and will start and end in 2021. Start and end dates can be negotiated, but the program is intended to run in the spring, summer, and fall of 2021 (May – November). No additional benefits are offered as part of this position.

We are an Equal Opportunity Employer and strongly encourage BIPOC individuals to apply for this position.

LOCATION:

Midtown Minneapolis along Lake Street and the Midtown Greenway.

HOW TO APPLY (DEADLINE MAY 3)

By May 3, mail or e-mail resume or qualifications, and a cover letter or e-mail to:

Soren Jensen

Midtown Greenway Coalition

2834 10th Ave S

Minneapolis, MN 55407

soren@midtowngreenway.org