

Volunteer Position: BARS Coordinator

About BARS (Bike Alliance Retrieval Squad): Through the BARS program, the Bike Co-op retrieves bikes that have been abandoned throughout the City of Fort Collins. Co-op volunteers log, tag, and cross-reference these abandoned bikes against weekly Stolen Bike Reports from Fort Collins Police Services. If cross-referencing indicates a possible match between lists, the Co-op will contact the officer on the stolen bike case to verify the match. If we find no matches after holding a bike for forty days, the Bike Co-op refurbishes it for reuse in one of our programs. Find more details at <http://fcbikecoop.org/programs/recovered.php>.

Volunteer position overview: The BARS Coordinator acts as a liaison between the public, the Fort Collins Police Department and BARS volunteers to ensure that abandoned bikes make their way to the Co-op and are logged properly in the system. Primarily, this responsibility involves returning abandoned bike report phone messages and dispatching volunteers to retrieve bikes when necessary. The position requires approximately 5-10 hours per week.

Specific duties:

- Check the Bike Co-op's voicemail system and BARS email account each week as needed (approximately three times a week in the summer, but subject to Coordinator's judgment).
- Return abandoned bike report phone calls. Encourage callers to deliver the bike to the Co-op when possible.
- When abandoned bike is locked or caller is unable to deliver it to the Co-op, dispatch volunteers to retrieve bike.
- Maintain a list of BARS volunteers and their "coverage areas" throughout Fort Collins.
- Keep volunteers engaged.
- Work with the Bike Co-op's volunteer coordinator to cultivate new volunteers as needed.
- When the Co-op hosts volunteer nights, attend to promote the BARS program.
- Train new BARS volunteers in retrieving and logging bikes.
- Cooperate with other Bike Co-op program managers as needed.
- Coordinate with the Fort Collins Police Department as necessary, updating them of any changes.
- When the time comes to leave this position, the BARS Coordinator will help find a new Coordinator to maintain the program.

Position Requirements:

- Self-motivation
- Ability to manage programs
- Ability to work independently
- Customer service/ people skills
- Must love the Bike Coop!
- No specific knowledge of bikes required

Thank you for your interest in donating your time to the BARS program! Please complete the brief information form below and email it to bars@fcbikecoop.org. We look forward to hearing from you!

BARS Coordinator Volunteer Position Information Form

Please begin by giving us your contact information:

Name:

Phone:

Email:

How did you hear about this position?

Are you already a volunteer at the Fort Collins Bike Co-op? If so, in what capacity?

Why are you interested in volunteering for the Bike Co-op specifically?

Are you willing to make a one-year commitment to the BARS Coordinator position?

What do you hope to get out of your volunteer experience?

Please tell us about your previous experiences as a volunteer (with any organization).

Please tell us a bit about yourself regarding your experiences working with people, managing programs, and working independently.