



Older Adult Services

Volunteer Position Title: Bike Group Leader and Assistant Bike Group Leader

Age Well Center • 909 Arapahoe Ave., Boulder, CO 80302

Position Objective

The Bike Group Leader is the coordinator/facilitator of the group and works in conjunction with the Older Adult Services Program Coordinator to host the ongoing group: Easy Riders Bike Group. Assistant Bike Group Leaders act as back-of-the-group Sweep, or fill-in in the Bike Group Leader's absence.

Duties & Responsibilities

- Reviews, uses and promotes Older Adult Services documents for age-inclusive communication

Primary Bike Group Leader:

- Works with Program Coordinator to schedule and market the group
- Serves as the contact person for Let's Age Well Program Guide and Older Adult Services website
- Maintains a current list of group participants
- Works with Program Coordinator and group to update participant registrations
- Provides regular session attendance reports:
 - Notifies front desk staff of attendance for groups that meet onsite
- Provides participants with reminders of meeting dates for programs
- Notifies participants of irregular meeting times and/or holiday closures which cancel the activity
- For onsite group meetings:
 - Submits set-up needs and requests to Program Coordinator
 - Responsible for participant waivers if not accomplished digitally/online.
- Other duties as requested by Program Coordinator

Assistant Bike Group Leader:

- Supports Primary Group Leaders for the duties listed above as requested.
- Can also act as Bike Sweep, ensuring no cyclist is left behind.

The City of Boulder is committed to recruiting volunteers who provide excellent customer service. Our volunteers communicate courteously and responsively with the public and staff, are sensitive to diversity issues, provide effective and efficient service, act with a high level of integrity, and take responsibility for their work and actions.

Requirements

Ability to facilitate, communicate with and coordinate all group participants, and attend all meetings or fill absence with an Assistant Bike Group Leader who can fulfill the needed role.



Commitments

- Weekly or monthly commitment depending on group schedule: weekly bike ride, time spent each week to plan route and communicate with participants.
- Complete required trainings which include but are not limited to mandatory reporting of adult mistreatment and First Aid/CPR/AED.
- Have and maintain acceptable background information, including criminal conviction history.

Desired Qualifications

- Experience working directly with people, with the ability to model the City's values of customer service, respect, integrity, innovation, and collaboration.
- Good communication skills and patience
- Practice excellent customer service, patience, kindness, and communication
- Some experience working with adults 60 years and older
- Organized and reliable
- Basic technology skills

Working Conditions

Physical and Mental Effort

- Sufficient clarity of speech and hearing or other communication capabilities that permits the group leader to communicate effectively through email, on the telephone and in person
- Physical ability and endurance to lead bike rides while maintaining awareness of and communication with group riders.

Accommodations

- Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of this volunteer position.

Benefits of Volunteering

- Engaging, socializing and learning alongside older adult participants
- Satisfaction of donating time helping others maintain vitality in life through social engagement and continued learning

Supervisor Contact Information

Whitney Garcia, Older Adult Services Program Coordinator, garciaw@bouldercolorado.gov
303-441-4915



The City of Boulder is an equal opportunity employer. Applicants will be considered for volunteering without regard to race, color, religion, sex, national origin, sexual orientation, gender identity, disability or protected veteran status.