



YOSEMITE
CONSERVANCY

Providing For Yosemite's Future

POSITION DESCRIPTION- YOSEMITE BIKE SHARE COORDINATOR

TITLE: YOSEMITE BIKE SHARE COORDINATOR

SUPERVISOR: YOSEMITE CONSERVANCY PROJECTS DIRECTOR

TYPE OF POSITION: FULL TIME SEASONAL, NON-EXEMPT

LOCATION: YOSEMITE VALLEY, CA

Who We Are

We're passionate about Yosemite — and about helping all people connect with, learn about, and take care of the park. As a member of the Conservancy team, you'll be making a difference for Yosemite every day. We work together to provide enriching visitor programs and services, and to support projects that protect wildlife, restore trails and habitat, advance scientific research, inspire visitors, and much more.

What You'll Do

The Yosemite Bike Share launched in 2018 to promote and provide sustainable transportation within Yosemite National Park. The Bike Share Coordinator, based in Yosemite Valley, is responsible for overseeing the daily operation of the program. Primary duties include driving a work vehicle to locate and transport bicycles, provide customer service, track the bike fleet, and perform limited bike maintenance and repair. The Bike Share Coordinator reports directly to the YC Projects Director and collaborates with National Park Service staff and YC Volunteer Manager.

Essential Functions

Bike Share Office Operations – 50%

- Coordinate with Bike Share Attendant and YC Volunteers
- Track fleet inventory and use web dashboard to locate bikes
- Record and track maintenance for bikes
- Respond to bike share user emails and phone calls
- Monitor user-submitted service alerts

Bike Share Field Operations – 50%

- Drive work vehicle within Yosemite Valley to locate and relocate bikes
- Perform occasional bike maintenance and coordinate with local bike shop for repairs
- Provide excellent customer service for visitors and bike share users when in the field as a representative of the Yosemite Conservancy.
- Guide visitors in downloading and using the mobile program app.



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Who You Are / Keys to Success (the must-haves)

To be successful in this job, you will excel in these areas:

Education:

- H.S. student or diploma preferred; college degree preferred

Knowledge, Skills, and Abilities:

- Commitment to the mission, values, goals, and success of the Yosemite Conservancy; knowledge of /and enthusiasm for National Parks, conservation and sustainability
- Ability to work with a wide variety of people and agencies and maintain a good working relationship with all
- Proven ability to manage work in a highly organized manner, excellent attention to detail
- Trustworthy, flexible, energetic and personable
- Excellent leadership and communication skills
- Experiencing managing and directing staff
- Ability to perform basic bike maintenance
- Experience with MS Office Suite and mobile applications
- Willingness to tackle any challenge, large or small
- Valid driver's license and personal vehicle

Physical Requirement and Working Conditions

- Frequently drives a work vehicle within Yosemite Valley to locate and transport bikes
- Frequently lifts, carries and positions objects weighing up to 30 pounds when moving bikes
- Frequently walks on uneven ground while working
- Typically stands, bends, stoop and crouches while working
- Weekend and evening responsibilities

What Else You Should Know

We value diversity among our staff just as we value it among park visitors. As such, Yosemite Conservancy is an equal opportunity employer, and we encourage people of all backgrounds to apply to join our team.

Work will be based in Yosemite Valley. Housing is potentially available.

- Compensation is hourly, non-exempt, not eligible for health benefits or retirement plan
- Housing is potentially available
- Start Date – April 25, 2022
- End Date – September 9, 2022
- Hours per Week – 40 hours
- Hourly Rate– \$18 / hour

TO APPLY:

- Please email cover letter and resume to ryan_kelly@partner.nps.gov with the subject line “your name – Bike Share Attendant”.
- Position open until filled