



Bike & Build Leader Responsibilities

On the following pages you will find the Bike & Build Hub Leader position broken down into pre-program, during-program, and post-program responsibilities. We will discuss this list on your first interview call and will clarify any questions you may have. Your second round call will assume you are familiar with the following responsibilities. This is not a “do this all at once” type of list- these tasks are tiered over time and vary between individual and group responsibilities.

Program Overview

Bike & Build’s Hubs offer in-depth engagement with the affordable housing cause. Through group discussion and guided bike rides, team members gain an understanding of their local affordable housing networks. Participants will use bikes to navigate the region and meet with local housing leaders to hear about their work in the community.

Hub Leaders play a critical role in building relationships with affordable housing nonprofits, policy makers, and other housing advocates. This role permits and requires significant freedom in crafting this experience, and will vary based on location. Leaders will receive a stipend of \$1,250 for their efforts in coordinating the Hub experience.

Pre-Program Responsibilities

5-8 hours per week; 2 months

Recruitment

- Work with Bike & Build HQ to build local relationships and recruit a team of 25+ participants
 - Designate 5 local organizations/groups as potential recruitment pools
 - Recruit a minimum of 5 participants

Rider Management

- Say hi! Make yourself available as a friend/resource for advice.
- Assure they hit their fundraising deadlines. What is their plan? Brainstorm ideas
- Make sure they submit all their pre-trip documentation- med form, insurance card, etc

Partner Development

- Research and designate 4+ local/regional housing-related groups to engage with the team through presentations and/or service days (if applicable)
- Ensure a wide variety of AH Partners are represented (i.e. New Construction, AH financing/lending, Rehab, Community Organizing, Public Policy, etc)

Route Development

- Using a variety of tools and trainings provided by B&B, develop safe cycling routes throughout the Hub city to navigate between speaker locations

- Assure your team will be on the safest roads possible, utilizing bike-specific infrastructure (bike lanes, paths, designated routes) when possible

Conference Calls

- All leaders will participate in bi-weekly conference calls with B&B's Program Director starting in February.
- Each Hub leadership team will connect monthly (at a minimum) from hire date to program start date (no Program Director)

Fundraising

- Leaders must complete the same fundraising goal as participants. This includes leading by example and sharing resources and tips with your team.

First Aid / CPR

- Complete First Aid/CPR training prior to first Hub Ride (B&B will pay or reimburse cost)

During-Program Responsibilities

4-6 hours per week, plus all-day events every other weekend

Affordable Housing Curriculum Facilitation

- Facilitate 6-8 weekly discussions centered around the affordable housing cause using B&B's pre-existing AH Curriculum
 - Work with your co-leader to encourage engagement and participation each week
- Facilitate debrief discussions following each in-person cycling event
 - Discuss partners' work, their role in the larger affordable housing landscape of the community, and their connection to the topics discussed in the AH Curriculum

Bi-weekly Ride Coordination

- Mandatory attendance at each of the 4 weekend events
- Ride Safety
 - Facilitate safety briefings prior to each ride
 - Ensure all participants are following B&B's safe riding practices (including COVID-19 protocol)
- Ensure all participants are representing Bike & Build in their actions both while biking and while visiting partner organizations
- Coordinate lunch for each ride day, whether donated or purchased using B&B funds

Conference Calls

- Post-ride check-ins with Program Director to debrief each ride/event, along with bigger picture feedback on the program

Media & Marketing

- Write 1 blog post that highlights the experience, to be shared on B&B's website
- Share photos with B&B HQ to be featured on social media and other marketing materials

End of Program Responsibilities

At the end of the 8-week Hub experience, each Leader will complete an online program evaluation and participate in a 1:1 debrief call with the Program Director.