



## Bike & Build Leader Responsibilities

On the following pages you will find the Bike & Build Leader position broken down into pre-trip, on the road, and post-trip responsibilities. We will discuss this list on your first interview call and will clarify any questions you may have. Your second and third round calls 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.

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### Leader Interview Process

The Trip Leader application process consists of 3 rounds of interviews.

1. Interview with B&B Program Director to introduce B&B, review the role's responsibilities, and share some introductory information. 30 minutes.
2. Interview with former B&B Trip Leader. Gain insight into the day in the life of a B&B leader and review more scenario-based questions. 30-45 minutes.
3. Interview with 2 B&B staff to review relevant experience in more depth and also discuss specific On the Road scenarios in more detail. 45 minutes.

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### Compensation

Each Bike & Build Leader is paid a stipend of \$2,500 for the responsibilities listed below. The stipend is performance-based and paid in 4 installments; two payments pre-trip, one payment during the trip, and one payment upon completion of the trip.

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### Important Scheduling Information

#### **Leaders and a Program Director arrive at the orientation city 3 days BEFORE the riders**

- If the first date listed on the itinerary is May 14th, for example, leaders show up the afternoon/evening of May 11th.
- You will not be welcome at orientation until all your pre-trip tasks are completed – cue sheets, host confirmation forms, etc. (Wha? What are these things?? Find out below!)

#### **All riders are invited to stay 1 additional night in their final destination city**

- Example: If the last date listed on the itinerary is July 22nd, accommodations will be provided for the evenings of the 22nd and the 23rd. Bike & Build officially ends at 12pm the following day (so 12pm on the 24th in this example).
- It is strongly preferred that all leaders stay through both final nights, and from past experience we find they don't want to rush off. You worked so hard to bike there – at least take the time to enjoy it!

#### **Leader Retreat in Philly - Mandatory for all**

- Will take place in March. Specific date TBD based on Leaders' availability.
- Travel reimbursed by Bike & Build
- Get to meet your leadership team, B&B staff, alumni leaders, as well as all other leaders.
- Learn to sleep on your sleeping pad!

## **PRE-RIDE RESPONSIBILITIES (All Leaders)**

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**Respond to all B&B emails within 48 hours, and phone calls within 24 hours**

### **FUNDRAISING & SWEAT EQUITY (January – April)**

- Fundraising – stick to deadlines—lead by example!
  - Leaders cannot use any part of their leader stipends for fundraising purposes
- Sweat Equity
  - Minimum of 15 hours of building pre-trip is required by all

### **RIDER MANAGEMENT (January – Trip Start)**

- Program Directors will randomly split up riders. Each leader is assigned ~8-9 riders
- What do you need to do?
  - Say hi! Make yourself available as a friend/resource for advice.
  - Assure they hit their fundraising deadlines. What is their plan? Brainstorm ideas
  - Monitor training. Make sure they will be prepared for the summer
  - Engage them in pre-trip Affordable Housing curriculum
  - Make sure they submit all their pre-trip documentation- med form, insurance card, etc

### **HOST ACCOMMODATIONS (January – April)**

- Each leader will be responsible for roughly 2 weeks of the trip
- Read, review, and note host evaluations from last year's leaders
- Contact host and confirm:
  - Accommodations
  - Showers
  - Breakfast and Dinner
  - Do they want a presentation about B&B? Do they want a bike clinic?
- If host location doesn't provide dinner it is your responsibility to solicit from alternative source (hello Chipotle)

### **BUILD DAYS AND DAYS OFF CONFIRMATIONS (January – April)**

- Schedule build days with affiliates/organizations that have enough work for 36 young adults for an entire day
  - Logistics of getting people to and from the build site (shuttles, distance to build from host, etc.)
  - Are they providing lunch?
- Requires you find a host that can have you for 2 nights in addition to securing additional food, etc

### **AFFORDABLE HOUSING (AH) CURRICULUM**

- Pre trip:
  - Facilitate 6-8 weekly discussions centered around the affordable housing cause using B&B's pre-existing AH Curriculum
    - Your co-leaders will be doing this with their assigned riders as well)
  - Set deadlines and monitor progress for rider interviews and town facts
- On trip:
  - Work in tandem with rider-led Affordable Housing Committee to:
    - Schedule and lead AH Curriculum meetings
    - Debrief Build Days
      - 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

- Facilitate guest speaker presentations
- Coordinate and facilitate AH Day activities and discussions

### **CUE SHEET CREATION AND UPDATES (March – trip start):**

- Each leader is responsible for making cue sheets (ie bike directions) to each host they are in charge of setting up.
- Assure your team will be on the safest roads possible
- In most cases our routes are not changing significantly and you'll just be updating the previous year's directions, incorporating any host changes you've made or feedback on the route from previous leaders.

### **PRE-TRIP CONFERENCE CALLS (January – trip start):**

- Bi-monthly conference call check-ins with directors
- Minimum once monthly conference call between leadership team only (no Program Director)

### **FIRST AID/CPR:**

- Everyone gets certified prior to trip orientation, no exceptions;
- B&B will pay for or reimburse the cost.

## **COOPERATIVE PRE-RIDE RESPONSIBILITIES**

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### **Orientation (2 Leaders):**

- Host for leader orientation (6 people) and rider orientation (38 people) for 6 days (3 days of leader orientation and 3 days of rider orientation for most trips)
- Arrange showers
- Route shakedown ride
- Secure food donations. All dinners need to be provided/donated
- Create schedule for rider orientation
- Create an arrival spreadsheet for your riders – How are they getting there? How is their bike getting there? What time are they getting there?
- Work with a local AH affiliate to secure a build day

### **End of trip Celebration + Mail Drops + Trip Calendar (2 Leaders)**

- End of Trip
  - Secure wheel dip locale (Do we need a permit? Can we have booze? Are there picnic tables?)
  - Party plan - typically have a picnic on the beach for a few hours and then go to overnight location, shower, and then head to a bar restaurant
  - Mid-trip send out an email to rider parents and friends to check on attendance, ask them to bring food/ drink/ snag picnic tables, etc
  - Get bike boxes
  - Budgeted \$400 for any cost associated with purchasing food and renting a venue (does not go very far for all riders and well wishers – no alcohol purchases)
  - DANCE
- Mail drops
  - Call USPS locations to set up mail drops. They will hold our mail until we come and pick it up
  - Pick a day of the week for mail drops
  - This should take maybe 30 minutes
- Trip Calendar
  - Make a calendar for your team for the entire summer
  - Breakout date, city, mileage, van driver, sweep, journal, town facts, AH pres, town hall, laundry days, etc by overnight

- o Laundry is every 3 RIDE days- find laundromats in the appropriate towns and check their hours

## **EN-ROUTE RESPONSIBILITIES**

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Many of these tasks will fall to the entire leadership team with one person often taking point on a rotating basis

### **ENFORCEMENT OF ALL BIKE & BUILD POLICIES**

- Enforcing all Bike & Build policies as a group
- Knowingly failing to enforce any of the policies, especially those that threaten the safety of our participants, will result in a monetary fine (\$250+) and/or forfeiture of your stipend,, as determined by the Program Director
- Ensuring riders understand why policies are in place

### **OVERSEE AND FACILITATE DAY TO DAY TRIP LOGISTICS**

- Enforce safe riding practices within the group
- Identify and deal with trip issues and problems as they arise
- Work with co-leaders to establish an atmosphere of openness and self-reliance amongst the group; you are here to guide participants and have everyone function as a team
- Ensure continued focus on the cause

### **DRIVE CARGO VAN**

- Driving van every 4th riding day with a Safety Navigator (Rider who rides in the passenger seat)
- Scout day's route before team rides it
- Serve as the team quarterback for the day
- Stay in contact with second support van and team

### **DISCUSSION FACILITATION + SERVICE LEARNING**

- Working with the rider-led Affordable Housing Committee, coordinate Team Meetings centered around affordable housing (Build Day debrief discussions; group activities; guest speaker coordination; etc)
- Weekly group Family Meeting (B&B only, not open to public) where leaders go over weekly announcements, address any group issues, take suggestions on how to improve trip, and share high and low memory from past week. **This is not specifically related to affordable housing.**

### **SUCCESSFUL LEADER COMMUNICATION**

- Routine leader meetings while on the road (Daily)
- High frequency at the beginning of the trip to ensure effective communication and formulation of constructive leadership approach to group

### **BLOG AND PHOTO UPLOAD**

- Done as frequently as possible – at least once every three days
- Journals must be rotated through the rider roster on a daily basis

### **BI-WEEKLY BUDGET SUBMISSION TO OFFICE**

- Must have all expenses accounted for (receipts)
- Record donations received along the road

### **NIGHTLY COMPLETION OF HOST EVALUATIONS**

- Remember all those notes you worked off of pre-trip? You need to help us make next year's!
- Simple online form, asks a few questions. Completed each night either online or in word document if no Internet

- Super important: Editing cue sheets and submitting them to office so future trips don't make the same mistake

#### **DAILY SAFETY NAVIGATOR REVIEW**

- Ensure completion of on-the-road route notes by Safety Navigators from both vans
- Upload a photo of each day's annotated cue sheet
- Oversee completion of daily route review Google Forms by Safety Navs

#### **COMPLETING MID-TRIP EVALUATIONS**

- Excellent opportunity to get feedback from your peers on your leadership style and communication
- Office will provide a template – make sure all riders fill out evaluations
- Submitting select evaluations to office so we can adjust next year's orientation and pre-trip training topics

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## **END OF TRIP RESPONSIBILITIES**

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#### **RECEPTION**

- All four leaders must stay at destination city for two days after arriving (see page 1 for more details)
- Orchestrate clean up and inventory of all group gear
- Find bike boxes for riders and help disassemble their bikes into them
- Ship any reusable Trip Gear back to Philly HQ

#### **PAPERWORK**

- All journals and photo galleries are up to date
- All budgetary information and financial dealings are current and resolved
- All host, rider, and leader evaluations are completed

#### **WRAP UP**

- Online leader evaluation completed
- Complete debriefing interview with Director either at end of trip or over phone – will discuss changes to be made for next year (route, training, basically anything having to do with B&B)