



Bike & Build Leader Responsibilities

On the following pages, you will find the Bike & Build Leader Responsibilities. These fall into 3 categories: 1) Pre-Trip 2) On The Road 3) Post-Trip. These responsibilities and tasks are tiered and vary between individual and group responsibilities.

We will review and clarify any questions about the responsibilities during your first interview call. The second and third round interview calls will not address the responsibilities in-depth, as it is assumed that you will be familiar with them.

Leader Interview Process

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

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

Important Scheduling Information

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

- Example: If the first date listed on the itinerary is May 14th, leaders show up the afternoon/evening of May 11th.
- All pre-trip tasks MUST be completed before arrival at trip orientation.

Final Destination City

- 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 July 24th in this example).
- All four leaders must stay at the destination city for two days after arriving.

Leader Retreat (In-Person) - 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.

Compensation

Each Bike & Build trip leader is paid a stipend for the responsibilities listed below. Cross Country trip leaders will earn \$4,000, and Drift trip leaders will earn \$1500. 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.

PRE-RIDE RESPONSIBILITIES (Individual)

PRE-TRIP CONFERENCE CALLS and COMMUNICATION (January – trip start)

- Respond to all B&B emails within 48 hours, and phone calls within 24 hours
- Bi-monthly conference call check-ins with Directors
- Minimum once monthly conference call between leadership team only (no Program Director)

FIRST AID/CPR

- All trip leaders are required to be First Aid and CPR Trained, no exceptions.
 - B&B will pay for or reimburse the cost.

FUNDRAISING & SWEAT EQUITY (January – April)

- Sweat Equity - All trip leaders are required to complete a minimum of 15 hours of pre-trip building.
- Fundraising - Cross country leaders are expected to raise \$5000, Drift leaders are expected to raise \$3000
 - Leaders cannot use any part of their leader stipends for fundraising purposes.

RIDER MANAGEMENT (January – Trip Start)

- Program Directors will assign each leader 8-9 riders to manage.
- 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
 - Ensure they submit all their pre-trip documentation- med form, insurance card, etc

ITINERARY AND SCHEDULING (January - Start)

- Each leader will be responsible for coordinating roughly 2 weeks of the trip.
 - Host Accommodations
 - Build Days, Affordable Housing Days, and Days Off
 - Cue Sheets (i.e. Bike Routes)

HOST ACCOMMODATIONS (January – April)

- Read, review, and note host evaluations from last year's leaders.
- Contact host and confirm:
 - Accommodations
 - Showers
 - Breakfast and Dinner (if a host location doesn't provide dinner, it is your responsibility to solicit from an alternative source)
 - Do they want a presentation about B&B? Do they want a bike clinic?

BUILD DAYS AND DAYS OFF CONFIRMATIONS (January – April)

- Schedule build days with affiliates/organizations.
 - Ensure the partner has enough work for 28-32 young adults for an entire day.
 - Arrange logistics of getting people to and from the build site including: shuttles, distance to build from host, etc.
 - Is the partner providing lunch?
- Requires you find a host that can have you for 2 nights in addition to securing additional food, etc

CUE SHEET CREATION AND UPDATES (March – trip start)

- Each leader is responsible for making cue sheets (i.e. bike directions) to each host they are in charge of setting up.
 - Ensure your team will be on the safest roads possible
 - In most cases our routes do not change 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.

AFFORDABLE HOUSING (AH) CURRICULUM (March - trip start)

- Facilitate 6-8 weekly discussions centered around the affordable housing cause using B&B's pre-existing AH Curriculum
- Set deadlines and monitor progress for rider interviews and town facts

PRE-RIDE RESPONSIBILITIES (Collective)

Orientation (1-2 Leaders)

- Secure a Host for 6 days (Leader Orientation is 3 days for 6 ppl, and Rider Orientation is 3 days for 35 ppl)
 - If showers are not provided at the Host site, arrange showers
- Secure food for 6 days through donations and/or a grocery run.
- Secure a build day with a local AH affiliate
- Create the shakedown ride
- Determine a Wheel Dip location

Rider Orientation

- Create a schedule for rider orientation.
- Create a travel/arrival spreadsheet for your riders - how are they getting to the host? How is their bike getting there? What time are they arriving?

End of Trip Celebration (1-2 Leaders)

- Secure a Wheel Dip location (Do we need a permit? Can we have booze? Are there tables?)
 - Party plan - typically have a picnic on the beach for a few hours and then head to the overnight location, shower, and head to a restaurant or bar
 - Budgeted \$400 for costs associated with purchasing food and renting a venue (no alcohol purchases)
- Send an email mid-trip to rider parents and friends to check on attendance. Ask them to bring food/drink/snag tables, etc
- Secure bike boxes

Mail Drops (1 Leader)

- Choose a day of the week for mail drops.
- Call USPS locations to set up mail drops. They will hold our mail until we come and pick it up.
- Send locations and info to the Program Director to upload to the website.

Trip Calendar (1 Leader)

- Make a calendar for your team for the entire summer
 - Should cover: date, city, mileage, van driver, sweep, journal, town facts, AH pres, town hall, laundry days, etc by overnight
 - Laundry is every 3 RIDE days- find laundromats in the appropriate towns and check their hours

ON THE ROAD RESPONSIBILITIES

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

- Enforce all Bike & Build Policies, ensuring that riders understand why policies are in place
 - 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

CO-LEADER COMMUNICATION

- Daily leader meetings while on the road
 - High frequency at the beginning of the trip to ensure effective communication and formulation of constructive leadership approach to group
- Work with co-leaders to establish an atmosphere of openness and self-reliance amongst the group; you are here to guide participants and help everyone function as a team

OVERSEE AND FACILITATE DAY TO DAY TRIP LOGISTICS

- Enforce and encourage safe riding practices within the group
- Identify and deal with trip issues and problems as they arise
- Ensure continued focus on the cause

DRIVE CARGO VEHICLE

- Drive vehicle 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 vehicle and team

BUDGET SUBMISSION TO OFFICE

- Bi-Weekly. Must have all expenses accounted for (receipts)

HOST EVALUATIONS

- Completed nightly for the week(s) the leader is tasked with scheduling
 - Simple online form, asks a few questions. Completed each night either online or in word document if no Internet
- Edit cue sheets and submit them to office so future trips don't make the same mistake

FACILITATE DISCUSSIONS

- Schedule weekly group Town Hall meeting (B&B only, not open to public)
 - Leaders review weekly announcements, address any group issues, take suggestions on how to improve the trip, and share high and low memories from the past week.
- Work with the rider-led Affordable Housing Coordinator/Committee to:
 - Coordinate team meetings centered on affordable housing
 - 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

BLOG AND PHOTO UPLOAD

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

COMPLETE MID-TRIP EVALUATIONS

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

END OF TRIP RESPONSIBILITIES

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)
- 2-4 leaders drive the two support vehicles back to the trip start location