



**Orange Bike Project- UT's Community Bike Workshop and Rental Station
APPLICATION**

Name:

Classification:

Estimated semester of graduation:

Hours for Fall 2015 (how many hours are you taking?):

Applying for:

Position Descriptions are at the end of the document. You may put "either" if you are interested in working for OBP but would like to discuss the positions further during your interview.

Questions:

1. Why do you want to join the OBP team? What does bicycling mean to you in a city like Austin?
2. What qualifies you for the position you listed as first, second?
4. What experience do you have teaching skills, working with bikes, or providing customer service? (not necessary – just curious)
5. Are you available to work an average of 9-12 hours a week during the school year?
6. Are you interested in management, advertising and spreading awareness? Do you have experience in any of these fields?

PERSONNEL DESCRIPTIONS

Outreach* Coordinator: Is responsible for all communications

Is responsible for

- Maintain bimonthly newsletter and recruit and keep track of subscribers
- Create all facebook events and update OBP's Facebook with relevant information and events
- Develop advertising campaigns
- Maintain relationships with non university entities such as Bike Austin and search for opportunities to raise awareness for OBP as well as safe cycling in Austin.

Rental* Coordinator: Serves as the primary contact for rental requests and reservations and is responsible for maintaining the Daily Rental Fleet. Also responsible for advertising OBP rentals to student and staff

- Maintains Rental Log
- Handles Reservation Emails
- Handles Cataloging of Rental forms
- Trains new coordinators on the rental procedure
- Handles keys and locks
- Communicates with other university departments to advertise rental program

**All coordinators will be present at shop hours so ALL will be trained to rent out bikes, handle cash transactions, and be trained in bike mechanic basics.*

**Bullet points under each position are a required minimum. Every employee of OBP is encouraged to develop and carry out their own ideas to increase rentals, bicycle education, and OBPs presence on the UT campus.*

For more information on UT's Orange Bike Project please visit our Facebook page: [UT's Orange Bike Project](#) or our website at <http://www.utexas.edu/parking/bike/orange.html>