



1. The **Bike Co-op Coordinator** shall:
  - a. Serve a term of office from the first of May to the thirtieth day of the following April;
  - b. Be available to work in Sackville to fulfill the duties of the Bike Co-op Coordinator position during the months of May to August;
  - c. Oversee the day-to-day operations of the Bike Co-op, including but not limited to:
    - i. Bicycle repairs and maintenance;
    - ii. Ensuring all bicycles are rented and returned with their respective bike lock and helmet;
    - iii. Holding members accountable by retaining the damage deposit, and putting it into repair costs, if a member returns a damaged bicycle. This also includes working with the RCMP if a bicycle is not returned at all;
    - iv. Taking inventory and recommending the purchase of repair tools and parts as needed;
    - v. Organizing and executing community-based events to raise awareness for and attract members to the co-op;
    - vi. Maintaining communications with all stakeholders to ensure rental procedures are being effectively and efficiently followed;
  - d. Report to the Vice-President, External Affairs;
  - e. There is an honorarium with this position; and
  - f. A final report is required to be submitted to Council.