

Volunteering at Bike Edmonton's Community Workshops



Bike Edmonton volunteers are essential to our programming and we're thrilled that you want to get involved! There are many ways to help out, and we're glad to have the opportunity to fill you in on the details.

Bike Edmonton's History

The Edmonton Bicycle Commuters' Society (EBC) officially began in 1980 when a group of bicycle-commuting enthusiasts decided to band together and help more people get around Edmonton by bike. In the mid eighties, EBC started the bike recycling service and do-it-yourself bike shop that became BikeWorks. In 2018, we changed our name to Bike Edmonton to better reflect the goals and programs of the organization. Today, the community bike shops are still the heart of Bike Edmonton, but the organization has a much broader scope than bike repair alone.

Bike Edmonton is proud to offer many services to city cyclists including advocacy, cycling education, bicycling events and event parking, tune ups and more. In 2010, EBC/Bike Edmonton updated its objectives to reflect our current and future goals. These objectives guide Bike Edmonton's direction:

1. To provide, administer and maintain a multi-use facility for Edmonton and area dedicated to providing cost-effective, do-it-yourself bike repair facilities and access to an environmentally sustainable, economical means of transportation,
2. To educate the public by providing courses, seminars and workshops about bike mechanics and/or safe and effective riding,
3. To extend services to marginalized members of the community as well as newcomers,
4. To facilitate communication between cyclists and governments or others to improve bicycle infrastructure and policy, and
5. To assist the Edmonton community at large in the promotion, encouragement and understanding of cycling culture.

These objectives, as well as lots of other organizational information, can be found on the Bike Edmonton Wiki at apps.bikeedmonton.ca/w

Please also have a look through our website at bikeedmonton.ca to find out more about our history and current programming.

Bike Edmonton's Community Workshops

Bike Edmonton's Community Workshops are community bike repair, education and resource centres. Our shops are our most visible and longest running program and are a great place to be involved if you like seeing the benefits of your work directly. Beyond being fully equipped bicycle repair shops, they are gathering places within the community.

Our shops are:

- places to find or fix a bike for an affordable price
- somewhere to learn about bike mechanics so you can do-it -yourself
- volunteer run facilities
- a place where everyone is welcomed and respected

Many different people with diverse needs use the shops, so it is important to understand that they are not:

- commercial shops where someone is paid to fix your bike*
- resources to exploit for personal financial gain
- places where discrimination is acceptable

** We are currently offering while-you-wait repair service due to the pandemic. DIY service will resume when possible.*

Community Workshop Volunteer Positions

There are three main volunteer roles when the shops are open: Shop Hosts, Mechanics and Shift Supervisors. These roles help our shops run smoothly and distribute responsibility more evenly between volunteers. There is a lot of overlap between the positions, though, and you are welcome to help with different tasks as long as the tasks you're responsible for are covered.

Shop Host Duties:

- welcoming people to the shops
- providing information about Bike Edmonton
- selling memberships, parts and bikes

Mechanics:

- helping with bike repairs
- helping patrons find suitable bikes and parts
- building up bikes for sale

Shift Leads:

- providing guidance to other volunteers
- ensuring the shop runs smoothly following established policies and procedures
- mentoring new volunteers

Community Workshop Volunteer Levels

Bike Edmonton distinguishes between **casual and core volunteers** based on their degree of involvement. Casual volunteers help when able and do not need to commit to specific shifts.

Casual Volunteers	Core Volunteers
Requirements	Requirements
<ul style="list-style-type: none">• no set commitment• help when you're able• complete the Volunteer Application / orientation and be approved by the shop manager	<ul style="list-style-type: none">• have volunteered more than 20 hours at the shops over the last year and• have been volunteering for at least 2 months• schedule and attend a regular shift• actively volunteer a minimum of 3 hours every two weeks• complete the Volunteer Application / orientation and be approved by the shop manager
Benefits	Benefits
<ul style="list-style-type: none">• free shop time during regular hours• mechanical courses and resources• off-hours access when possible• great volunteer events	<ul style="list-style-type: none">• free access to BikeWorks and eligibility for a key• free EBC membership• discounts on used parts and bikes*• near wholesale pricing on new items ordered via Babac• first dibs on bikes and parts• mechanical courses and resources• the opportunity to instruct courses or do tune-ups for pay• great volunteer events

** Core volunteers may purchase one untuned bike for 50% off it's as-is value each year.*

Beyond the above, all volunteers are expected to help with ongoing maintenance tasks like putting away tools, cleaning up before closing, and maintaining the space.

Bike Edmonton Volunteer Expectations

Volunteers must:

- sign up for shifts using the [shift sign-up form](https://bikeedmonton.ca/shift-signup) (bikeedmonton.ca/shift-signup)
- arrive on time for their shifts or let someone know if they will be late
- cancel shifts they cannot make, or let the manager know in advance
- help out with shop maintenance duties (cleaning, organizing, etc.)
- not work excessively on personal projects while on duty during a shift
- follow the Bike Edmonton Community Workshop Rules

Bike Edmonton Community Workshop User Rules

The following apply to anyone using Bike Edmonton's Community Workshops at all times. Not following these rules can potentially result in expulsion from the shop. Please note this is a concise list covering Bike Edmonton's minimum expectations to shop users.

- 1. Be respectful; sexism, racism, homophobia, and discrimination of any kind will not be tolerated.**
- 2. Put away your tools and tidy up before leaving.**
- 3. Ask if you need help; don't guess at how to use tools or do repairs.**
- 4. Do not purchase items with the intent to resell them.**
- 5. Do not store personal bikes or other property at Bike Edmonton's community workshops.**
- 6. Do not remove tools or equipment from Bike Edmonton's community workshops.**

Important Contacts and Information

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