



# Palouse-Clearwater Environmental Institute

## PCEI & PBC joint internship – Bikes for Tikes Intern

### **Volunteer position description:**

The Bike for Tikes program is a Palouse-Clearwater Environmental Institute (PCEI) initiative to provide kids a safe, comfortable environment while learning how to ride a bicycle. In addition, children and families are encouraged to use the pump track and explore the 17.4-acre Nature Center. The Bikes for Tikes Intern will oversee and maintain the fleet of donated youth bikes through a joint partnership with PCEI and the Palouse Bicycle Collective (PBC). The Intern will work closely with PBC staff to acquire and borrow necessary tools and parts, while also collaborating with the PCEI Outreach Coordinator to schedule and advertise bicycle programming at the Nature Center's pump track.



### **Responsibilities:**

- Maintain and repair PCEI youth bicycle fleet (10 bikes)
- Ensure tools, bike parts, and other items are returned to PBC
- Clean and tidy-up the Bike for Tikes area, straw bale bike shelter, and pump track at the PCEI Nature Center
- Keep a spreadsheet record of maintenance and repair of bike fleet
- Develop a flexible quarterly schedule for future maintenance
- Generate a list of affordable, quality brands and pricing sheet for parts, tools, etc.
- Advertise bicycle programming by creating and distributing promotional materials

### **Desired Qualifications:**

- Flexible and able to accommodate various age groups
- Creative thinking and problem solving
- Willingness to learn
- Enthusiasm for teaching all ages on how to use, maintain, and repair bikes
- Some knowledge of bicycle maintenance (either self, through volunteering, or professionally)
- Background check required
- Provide own transportation between PBC and PCEI

### **Schedule:**

- April through October, hours to be determined
- Variable, with the possibility of one Saturday a month from June-August for monthly programming

### **For more information:**

Amanda Argona, Outreach Coordinator, (208) 882-1444 or [serving@pcei.org](mailto:serving@pcei.org)

*The Palouse-Clearwater Environmental Institute (PCEI) is a grassroots organization working on regional conservation and environmental issues. Since 1986, we have worked to increase citizen involvement in decisions that affect our region's environment through watershed restoration, education and sustainable living programs.*

*"connecting people, place and community"™ since 1986*