

Bike Rental Associate - Baileys Mountain Bike Rental

Athens-Wayne Outdoor Asset Development Corporation

Position Overview

A **Bike Rental Associate** will assist in the operations of Baileys Trail System Mountain Bike Rentals and our associated programs, events, and activities. This position will contribute to the bike rental operations and related bike programs and events, adding enthusiastic energy and knowledge to our small team. The addition of the Bike Rental Associate equips Baileys Mountain Bike Rentals to fulfill demand which contributes to the health, environmental, and social benefits found through a mountain biking experience.

The Bike Rental Associate will engage in the day-to-day tasks needed to operate the rental shop. This includes but is not limited to booking rentals, pre/post bike rental inspections, merchandise sales, mountain bike instruction, bike and equipment cleaning and maintenance, and attending and operating pop-up shops at events. This position requires strong organization and communication skills, a positive attitude, and excitement about sharing the joy of mountain biking with others.

Operations of a bike rental require staff to be enthusiastic about biking and possess a desire to share that enthusiasm and mountain biking knowledge with others. Due to the high amount of interaction with customers, the Bike Rental Associate should be inviting and genuine. Due to the nature of our small team, the job applicant should be easy to work with and open to constructive feedback.

Key Responsibilities

- Work unsupervised and demonstrate a track record of success, especially in the area of customer satisfaction.
 - Assist with public rental fitting, ensuring customers are properly sized and equipped before riding.
 - Complete required and preventative maintenance along with required record keeping on the Baileys Bike Rentals bike fleet.
 - Work a variety of day and evening shifts to maximize the availability of the rental fleet and merchandise each day, especially on weekends, and perform retail transactions.
 - Assist with oversight of the bike fleet; know and share product and safety information, and operate the storefront.
 - Exhibit honesty and integrity in an environment of mutual respect and trust; be on time and reliable.
 - Complete a required First Aid/CPR certification course as part of position training.
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Minimum Qualifications

- Previous experience specifically working in the retail, service, or outdoor industry.
- Excellent customer service skills and enthusiasm for outdoor recreation.
- Proficiency in technology including point-of-sale systems, the Internet, and rental management software.
- Ability to lift, carry, or otherwise move and position a mountain bike of 30 pounds on a frequent basis.
- Ability to work for extended periods of time standing, sitting, bending, reaching, and speaking on a constant basis.
- Ability to work for extended periods of time standing, walking, kneeling, pushing, and pulling on an occasional basis.
- Completion of specific technical training, which will be provided.
- Manual dexterity to operate a computer and other common bike maintenance equipment on a constant basis.
- Adept at communicating effectively with others; ability to cooperate, listen, interpret, and follow instruction.
- Strong organizational, problem solving, and follow-through skills.
- Strong mechanical aptitude.
- Prompt, honest, and dependable character.

Preferred Qualifications

- Overall knowledge of all types of bikes with emphasis on mountain bikes.
 - Prior skills or experience in mountain bike maintenance.
 - Knowledge of the Baileys Trail System and other mountain bike trails in the region with the ability to advise visitors on routes and trail conditions
 - Prior First Aid/CPR Certification or Higher
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Position Details

Work Environment

- Work is performed in an environment of both indoors and outdoors with moderate noise levels.
- The work environment is a roofed facility; however, it may be warm during summer months.
- Will have to interact with petroleum distillates, polyurea grease, hydraulic disc brake fluid, and other chemicals used in the operation and maintenance of mountain bikes.

Work Hours

- Primarily Weekend Days with some Weekdays
- Part-Time: 5-10 hours a week

- Seasonal: mid-April 2026 - mid November 2026, including holidays

Work Locations

Work will be conducted in-person at the Chauncey-Dover Park Trailhead of the Baileys Trail System, located at 8433 W. Bailey Road, Millfield, OH 45761

Compensation

This is a part-time, hourly position paid \$12.75/hour.

How to apply

Please submit a 1-page resume to info@orcaohio.com to apply, with the subject line, "Mountain Bike Rental Associate Application". For priority consideration, submit an application by **Thursday March 26, 2026 by 5:00pm.**

About ORCA & AWOADC

The Outdoor Recreation Council of Appalachia (ORCA) is a council of governments advancing outdoor recreation, regional collaboration, and community development across Southeast Ohio. ORCA works to amplify the outdoor recreation economy through strategic partnerships, public engagement, and stewardship of the region's natural resources. ORCA is the permitted manager of the Baileys Trail System in the Wayne National Forest.

The Athens-Wayne Outdoor Asset Development Corporation (AWOADC) is ORCA's dedicated 501(c)3 nonprofit partner. The AWOADC supports the work of ORCA by operating social enterprises associated with the Baileys Trail System. The AWOADC is committed to the principles of equal employment opportunity and is committed to making employment decisions based on merit. We are committed to complying with any and all pertinent Federal, State, and local laws providing equal employment opportunities, as well as all laws related to terms and conditions of employment.

NOTE: The above noted job description is not intended to describe, in detail, the multitude of tasks that may be assigned but rather to give the applicant a general sense of the responsibilities and expectations of his/her position. As the nature of business demands change so, too, may the essential functions of this position. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.