



Outdoor Recreation Council of Appalachia (ORCA)

Bike Rental and Programs Intern Position Description

Ohio University Community Work Study

Position Overview: ORCA is seeking a Bike Rental and Programs Intern to assist with managing mountain bike rentals, bike maintenance and cleaning, merchandise sales and promotions, customer interactions, and mountain bike program development. Additional duties may include sales tracking and reporting, trail maintenance, sharing local recreation knowledge with tourists, and attending meetings with community members and regional stakeholders. The intern will work alongside ORCA's team and partners like the Wayne National Forest and other regional stakeholder organizations. The Bike Rental and Programs Intern will report to ORCA's Director of Sustainable Recreation and other staff/ partners as instructed.

About ORCA: The Outdoor Recreation Council of Appalachia (ORCA) was established in 2019 to utilize Appalachian Ohio's plentiful outdoor recreation assets, to diversify the regional economy, and to provide social, environmental, and health benefits for Ohioans. ORCA is managing the development and operations of the world-class Baileys Trail System, in partnership with the Wayne National Forest and Athens Bicycle Club. For more information visit the Baileys Trail System website:

<https://baileystrailsystem.org/about/>

Qualifications: This position requires the ability to work independently and within a team setting, oftentimes managing multiple tasks at once. Excellent customer service, verbal and written communication skills and the ability to work with volunteers, the general public, and youth is required. The intern should be prepared for work in a bike shop setting as well as outdoors in a variety of conditions (heat, cold, insects, etc.). Ability to ride a mountain bike and familiarity with mountain biking and bike maintenance is preferred. The intern should be prepared to learn mountain bike maintenance skills. The intern should be comfortable learning about and using trail tools and hiking extended distances over rough terrain. The intern must have reliable transportation and a valid driver's license, as well as the ability to frequently work evenings and weekends. Work will be in-person at ORCA's office at 23 Main Street, Chauncey, Ohio 45719.

ORCA will adhere to all regulations concerning non-discrimination and equal opportunity regulations as outlined in federal and state law. ORCA makes this program available to all without regard to race, color, national origin, sex, gender identity, sexual orientation, age, disability, political affiliation and religion.

ORCA's values, which guide our work are: community, quality of life, sustainability, innovation, inclusivity, and shared stewardship.