



Pedal Power ACT Inc.
ABN 98 440 716 821



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The role of a Ride to Work Workplace Coordinator

As a workplace coordinator, you are the linchpin of Ride to Work. You provide the connection between the organisation and the cyclists who are served by the program.

If you're a workplace coordinator, or you're thinking of becoming one, here is what we expect of you:

Your first role is to stay in touch:

- make sure you are on the Ride to Work e-mail list. If you are not sure, [email Pedal Power's Ride to Work organiser](#).
- build an e-mail list of people at your workplace who are interested in Ride to Work. That way you can quickly and easily forward news from Pedal Power to your members, or circulate information around your group.

Your other, very important, role is to be the person in your workplace who can deal with issues that affect riding to work.

Simply by being the Ride to Work contact, you will become the person people turn to for advice about riding to work – for example, to find out about change rooms and bicycle parking facilities. Other people in your organisation, such as the facility managers who manage showers or bicycle parking, will learn to come to you for advice, or to help them get in touch with the people who use those facilities.

You don't have to be an instant expert. There are lots of people who are willing and able to help with any issue. For issues specific to your workplace, the most knowledgeable people may well be the people on your own email list. For other issues, you can [email a question to Pedal Power's Ride to Work organiser](#).

We are progressively adding new information to the Pedal Power Ride to Work website at www.ridetowork.pedalpower.org.au/. This includes general information about riding to work, and information specially designed to help workplace coordinators to be more effective.

The list of other things you can do is limited only by your energy and imagination. For example:

- Get to know the people in charge of building management/maintenance.
- Explore and be able to help people with bike routes from their homes to your work location (keep a map).
- Gain an understanding of bike maintenance and keep a small tool kit at work to help riders in need.
- Create an intranet website for your workplace. We can email you a set of model intranet pages to use as a starting point, and we are working updating them.
- Ensure that your organisation's new starters information program informs new starters that you are their Ride to Work contact.
- Participate in [National Ride to Work Day](#) as an individual or as a workplace coordinator.
- Host events such as breakfasts/ lunches or rides at your workplace.

What we can do for workplace coordinators:

- Send you newsletters to forward to your workplace group.
 - Provide signage to help support your workplace events.
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- Keep you up to date with all the latest from the world of cycling.
- Brochures, stickers, water bottles, t-shirts and other items to use as prizes for your group.

We also plan to provide more resources for workplace coordinators - such as high visibility Ride to Work T-shirts or vests.

Find thirty. It's not a big exercise®- Just 30 minutes of moderate intensity physical activity on most days of the week is needed for good health. You don't need to do 30 minutes in one go: three lots of 10 minutes is just as beneficial. For more suggestions on how you can 'find thirty' check out www.findthirty.com.au



Room 2.10 Griffin Centre, 20 Genge St Canberra
GPO Box 581 Canberra ACT 2601
Ph 02 6248 7995 Fax 02 6248 7774
Email pedalpower@pedalpower.org.au www.pedalpower.org.au

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