



May 2021

Volunteer opportunity: Help keep our office wheels turning

Hours:	From 5 hours per week
Term:	6 months minimum engagement

Want to hone your admin skills while helping make Canberra the best cycling city in the world?

We need you!

Pedal Power is looking for volunteers to help out with administration tasks in our city office. The role is very flexible and requires someone one or two mornings/afternoons a week.

The role will include:

- answering telephone calls from our members
- helping people register as Pedal Power members or for programs and events
- helping out with enquiries both in-person and via phone or email
- helping us keep our office supplies well stocked
- helping us manage our mailing lists
- delivering and collecting mail
- assisting the team with other administration duties as agreed.

Ideally, you'll have a friendly manner and some basic skills in Microsoft Office. Training will be provided, and no prior office experience is necessary.

Volunteering with us gives you a chance to help your cycling community, while growing your skills in office administration. On top of this, we can offer you end-of-trip facilities, bottomless coffee, and a great team to work with!

About Us

Pedal Power is a not-for-profit membership-based community organisation. With over 6000 members. Pedal Power is the ACT's largest cycling organisation. Pedal Power represents the interests of people who ride bicycles and those who would like to start. We promote the activity of bike-riding for transport, recreation, and sport as well as the benefits of improved health and wellbeing, and the positive contribution cycling makes to the community and a sustainable environment.

Located in the City, Pedal Power offers a friendly small team working environment consisting of paid and volunteer staff who are all committed to making Canberra the cycling capital of Australia! You will work with people who are passionate about making a difference to our community.

We provide a wide range of services to our members, including cycling events, weekly social rides, and a strong advocacy voice - championing the causes of cycling in every area of Canberra life.

To apply for this position, or to find out more information about this role please contact Aishwarya, Pedal Power's Office Manager on Office@pedalpower.org.au or on 02 6248 7995. You can find out more about Pedal Power ACT at www.pedalpower.org.au.