

## Office Administration Volunteers Role Description

### About Bicycle Queensland

Bicycle Queensland is the pre-eminent voice for community cycling in Queensland. With about 18,000 members statewide, and 32,000 subscribers on our database, we exist to help Queenslanders cycle safely. We are dedicated to the promotion of bike riding as a driving force for individual health and well-being, and the empowerment of sustainable development.

Over the past 40 years BQ has grown from a small collective of cycling enthusiasts to one of the largest and most influential community cycling organisations in Australia.

Ultimately, our aim is to inspire all Queenslanders to ride safely with us, in our collective quest to get Queensland cycling.

### About the volunteer role

BQ is looking for friendly, reliable and committed volunteers to help with administrative tasks in our office on a regular basis to support our small dynamic team.

This role is perfect for people with spare time on their hands who would like to team up with others to get involved in our work.

Volunteer position reports to	Phoebe Kinley General Manager Community Partnerships
Who volunteer position liaises with	BQ staff BQ members Other volunteers Community and general public
Work location	Bicycle Queensland 20 Horan Street West End QLD 4101
Tasks / activities	General office administration, including: Assistance with front desk service Data entry and record keeping Telephone calls – incoming and outgoing Preparation of event kits and envelopes for mailout
Experience / qualifications required	Membership of Bicycle Queensland preferred Knowledge of community cycling Friendly disposition and willingness to work with others Basic understanding of office administration Familiarity with computer programs and databases
Benefits	Great opportunity to give back to the community Low stress and friendly team environment Flexible hours of volunteering Make a difference for a great cause!

Are you interested in helping us to get Queensland cycling? We need your help! Please contact Phoebe Kinley on [p.kinley@bq.org.au](mailto:p.kinley@bq.org.au) or 3844 1144.