



8 Feb 2021

LOCATION DIRECTOR: JOB DESCRIPTION 2021

Provide location specific leadership, direction, and sound management for the Provo branch of the Bicycle Collective. The Location Director works with the Executive Director and the board of directors to continue building on the Collective's 19 years of community bicycle initiatives that promote cycling as an effective and sustainable form of transportation and as a cornerstone of a cleaner, healthier and safer society.

Essential Functions/Major Responsibilities:

- Location Director will report all information essential to the effective operation of the Salt Lake City location of the Bicycle Collective directly to the Executive Director:
 - All communication with the Executive Director will be proactive, clear, and timely (weekly at a minimum)
 - Location Director may also be called upon to report directly to the board of directors and its committees
 - Report on all metrics as mandated by the Executive Director
- Track and report to the Executive Director on metrics involving employment, payroll, revenue, grants, shop operation, and any special projects
- Oversee and ensure the sound financial health of the location
- Work with Executive Director to implement a location budget that ensures costs do not exceed estimated expenses
- Ensure accurate record keeping of the location in all operational areas
- Oversee and ensure the programmatic success of the location
- Manage location staff, coordinating with them to oversee the critical functions necessary to achieve the mission of the Collective
- Participate in location director coordination meetings led by the Executive Director
- Work with Executive Director to ensure success of programs, fundraising and goals
- Manage location's relationship with community partners
- Oversee hiring and firing of location staff in coordination with Executive Director
- Recruit, orient, and train new staff
- Coordinate staff schedules to ensure location success
- Submit payroll bi-weekly in a timely fashion
- Provide staff with clear job descriptions, tasks, and goals
- Complete 6 month evaluations for all new staff, and annual evaluations thereafter to ensure employees are meeting goals set
- Meet regularly with shop staff and volunteers to assess shop needs and ensure program success
- Stay informed about current bicycle and pedestrian advocacy, new technologies and industry trends, and all other information to enhance the quality of the shop and its products

- Oversee shop operations including shop cleanliness and upkeep, bicycle repair, sales, employee and volunteer safety, inventory, invoicing, social media accounts, telephone, email, etc.

- Ensure quality and safety of all products leaving the shop
- Behave in a professional manner and uphold the core values of the Bicycle

Collective Specific Job Skills:

- Ability to communicate and work effectively with an Executive Director and board of directors
- Ability to lead and foster a positive working environment
- Ability to influence and challenge others to behave in ways consistent with the interest of the organization
- Advanced organizational and time management skills
- Strong written and oral communication skills
- Ability to prioritize job responsibilities
- Ability to lead and organize fundraising efforts
- Ability to mentor employees with diverse backgrounds and learning styles
- Cross cultural competency and sensitivity
- Ability to foster creative thinking and to turn creative ideas into successful operations and programs
- Financial management and administration skills
 - Accounting and file management skills
 - Work with ED to ensure accurate records and reporting
 - Forecast financial needs using cash-flow and project/program budgets to create annual budgets
- Ability to work a minimum 40 hour work week
- Ability to coordinate and oversee special events for your specific location
- Ability to respond in a timely manner to all phone calls, email communications, and mail (PO Box or location)
- Oversee location specific media relationships, social media accounts, and press releases

Desired Education and/or Experience Qualifications:

- BA/BS degree and/or relevant non-profit experience
- Retail or small business/non-profit management experience
- Passion for people, bikes, and the successful operation of not-for-profits
- Experience driving and backing a truck and trailer preferred
- Ability to stand for long periods of time
- Must pass a criminal background check and be willing to provide credit history
- Must have a valid driver's license and maintain a good driving record (no DUIs in last 5 years and no more than 2 moving violations in the last 3 years)

Job Conditions:

- Hours may initially exceed 40 hours per week during on-boarding training with Executive Director and current staff. Location Director may occasionally work extended evening and weekend hours
- Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions of this position

KEY ACCOUNTABILITIES

Key Accountability Statement	Rank	Weight
Maintain a high level of personal accountability, honesty, and innovation to complete responsibilities independent of the Executive Director’s oversight	1	10%
Manage location to ensure proper documentation, accurate accounting, effective human relations, timely communication with ED and employees to effectuate the success of the location	2	70%
Provide vision, leadership, and sound location management for the continued success of the Bicycle Collective	3	20%