

## **Youth Program Coordinator**

**Applications due:** Ongoing

**Location:** St. George, Utah

As a Youth Program Coordinator you play a crucial role in fulfilling our mission of offering bikes and education to our community. Your task is to ensure a high quality educational experience for all children and youth participating in our programs.

You will further make sure the St. George Bicycle Collective has a consistent inventory, especially of refurbished youth and kids bikes for our youth programs. Our staff ensure that the St. George Bicycle Collective makes biking accessible to all members of our community by offering a wide range of refurbished bicycles, parts and merchandise, educational opportunities, and repair help.

Our Youth Program Coordinator plays a central role in serving our mission, in creating an open, welcoming culture around the shop, and in growing the Bicycle Collective as a community. You assume a leadership role in working with children, youth and our volunteers, in keeping a neat and clean work space, and in following shop procedures.

### **About the Bicycle Collective:**

The Collective was founded in April 2002 by five enthusiastic bicycle advocates. They set out to share the virtues of bicycling with the community and build a bicycling environment with a creative advocacy organization. Along with providing a gathering place, tools, education and shop services, the Collective is about having fun while helping others and contributing to the community. The Collective provides refurbished bicycles and educational programs to the community, focusing on children and lower income households. The Collective is currently operating in the following locations: Ogden, Salt Lake City, Provo, and St. George.

## **Tasks and Expectations**

### **Youth Programs**

- Further develop and structure all of our Youth Programs
- Organize and coordinate kids bike giveaways
- Work with partners like Bike Utah, the school districts, and others to outreach to youth in the community
- Engage with youth in the shop and at outreach events and promote our youth programs
- Work with the Volunteer Coordinator to recruit volunteers for youth events and program activities
- Maintain equipment for youth programs and track youth program progress towards goals

- Teach youth through our educational programs:
- Coordinate the Earn-A-Bike program
- Teach our Ride Ready! after school workshops (2hrs each located at elementary schools, 4th graders), manage volunteer assistants and handle all logistics for these workshops
- Manage all aspects of our weekly 'Youth Open Shop' (prep work, teaching, volunteer recruiting and management, parent communication and engagement, collecting metrics - more details will be provided upon request)
- Promote all programs on social media
- Perform program evaluations and assess needs for additional programs with the Location Director
- Collect metrics and assist Location Director in fundraising and donor relations for Youth Programs

### **Mechanics**

- Assess donated bikes to see if they are economically repairable
- Select bicycles to be repaired based on shop needs and community demand, mainly for youth programs
- Repair and refurbish bicycles to be sold in the shop and donated as part of our Youth Programs, maintaining a consistent inventory
- Track time and parts used per project
- Maintain a neat and organized work space and shop
  - if it's on the floor, pick it up, if it's dirty, clean it
  - if this is a larger task, make a note on the whiteboard for volunteer tasks and let shift Manager know – we value your input!
- Maintain a high level of professionalism
  - we're building a reputation and a cycling community with the bikes that leave our shop – build high quality products and sell them for a reasonable price!
  - treat everyone with respect and attention – ask questions
  - be on time, call in if you can't be
  - give us early notice (at least a week's) if you can't cover your shift
  - assume responsibility for everything around the shop (tidiness, organization, work-flow, culture)
- Perform quality control checks on bikes built by volunteers and ensure the safety of all bicycles being refurbished in the shop
- Post bicycles on social media, ksl, (craigslist)
- Assist in pricing new and used inventory according to MSRP and fair market value
- Communicate need for volunteer support to Location Director or Shift Manager (e.g. help w. organizing parts, organizing bikes in storage, etc.)

### **Shop Operations**

- Assist with a variety of tasks, including maintaining an inventory of new and used parts, placing orders with distributors as needed, maintaining shop tools and restocking as necessary
- Work with Location Director to evaluate shop needs and projects
- Assist customers in the shop with purchases and bicycle repairs during sales/DIY hours
- Answer visitors' questions about Bicycle Collective programs and operations

- Answer phones and respond to messages as needed
- Assist with shop cleanliness and safety
- Complete bi-annual goals and reviews with the Director
- Other duties as assigned

### **Qualifications**

- Experience developing programs and metrics
- Excellent people skills: friendly, welcoming, and inclusive
- Experience working with, managing, and empowering youth from diverse backgrounds
- Strong educational and teaching skills
- Strong verbal and written communication skills
- Familiarity with Microsoft Office, Google G Suite, and point of sale programs
- Good mechanic skills (one year hands-on, professional shop experience working on a wide variety of bicycles preferred but not required)
- Ingenuity to solve a wide array of mechanical issues

### **Skills**

- Excellent teaching skills
- Patience and a positive attitude towards offering repair help and instruction to a wide variety of people and age groups
- Organizational skills
- Good logistical skills
- Positive attitude and enthusiastic belief in the Collective's mission of putting more bikes on the road
- Customer and Sales Skills preferred
- Social Media Marketing savvy preferred

### **Professional Development Opportunities**

- Research and stay up to date on trends in the bicycle industry
- Receive training in bicycle mechanics and management of a community bike shop
- Opportunity for advancement within the organization as it grows and as you grow it

### **Training and Supervision**

The Volunteer and Program Coordinator will be trained and supervised by the Location Director.

### **Success Measures**

- Consistent Inventory of Kids' and Youth Bikes in the shop
- Increase in Youth Program metrics (participants, hours) compared to winter/spring 2019
- Increasing number of Youth in the shop (customers and volunteers)
- Plan forward to run and fund Youth Programs by Q1 2020
- Implementation of kids bike giveaway program
- Increase of kids/youth bikes donated

- Increase in community partnerships to reach more children/youth in need
- Development and adaptation of curricula based on needs

**Benefits, Terms and Compensation**

- \$15-\$17 DOE, 20 hrs-25hrs/week
- Reports to the Location Director
- Employee pricing on bicycle industry goods
- Access to professional bike tools for your own bike

**Job Conditions**

- Youth Program Coordinator may occasionally work extended evening and weekend hours
- Must be available to work Saturdays
- Reasonable accommodations will be made to enable individuals with disabilities to perform essential functions of this position

**KEY ACCOUNTABILITIES**

Key Accountability Statement	Rank	Weight
<ul style="list-style-type: none"> <li>● Managing all aspects of Youth Programs (organization, curricula, teaching, logistics, volunteer management, communication w. parents)</li> </ul>	1	50%
<ul style="list-style-type: none"> <li>● Community Outreach</li> </ul>	4	10%
<ul style="list-style-type: none"> <li>● Shop Operations</li> </ul>	3	20%
<ul style="list-style-type: none"> <li>● Inventory Management: sourcing and maintaining program supplies and children/youth bikes</li> </ul>	2	20%

**For Consideration**

Please submit a cover letter and resume and two references to [judith@bicyclecollective.org](mailto:judith@bicyclecollective.org) with “St. George Youth Program Coordinator” followed by your name in the subject line. Interviews with qualifying candidates will be scheduled at the discretion of the Location Director. The position will remain open until filled. The Bicycle Collective is proud to be an equal-opportunity employer.