

LOCATION DIRECTOR: JOB DESCRIPTION 2019

Job Description:

Provide location specific leadership, direction, and sound management for the Ogden 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 17 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

<u>Key Accountability Statement:</u>	<u>Rank</u>	<u>Weight</u>
<ul style="list-style-type: none"> • Maintain a high level of personal accountability, honesty, and innovation to complete responsibilities independent of the Executive Director's oversight 	1	10%
<ul style="list-style-type: none"> • 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%
<ul style="list-style-type: none"> • Provide vision, leadership, and sound location management for the continued success of the Bicycle Collective 	3	20%



JOB POSTING

LOCATION DIRECTOR: BICYCLE COLLECTIVE/ OGDEN LOCATION

The Bicycle Collective, based in Salt Lake City, Utah, is seeking a Location Director (LD) in our Ogden branch to provide leadership, vision and sound management to build on the Collective's seventeen years of community bicycling initiatives that promote cycling as an effective and sustainable form of transportation and as a cornerstone of a cleaner, healthier and safer society. The Location Director leads and motivates staff, volunteers and members, acts as a leader in sustaining current organizational development, and further develops the organization as it contributes to its local citizens and communities.

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.

Key Accountabilities of the Location Director:

- Maintain a high level of personal accountability, honesty, and innovation to complete responsibilities independent of the Executive Director's oversight.
- Manage location to ensure proper documentation, accurate accounting, effective human relations, and timely communication with Executive Director, board and employees to effectuate the success of the organization.
- Provide vision, leadership, and sound management for the continued success of the Bicycle Collective.

Required Competencies of the Location Director: Behaviors that are demonstrated consistently on a daily, weekly, and monthly basis that produce superior performance.

- Leadership and Vision
- Planning and Organizing
- Teamwork
- Communication
- Self-Starting
- Time and Priority Management
- Personal Accountability
- Sound Financial Management

Location Director Responsibilities:

The LD reports directly to the Executive Director and will also work closely with the board and its committees to oversee the organization's sound financial health and programmatic success. The LD is responsible for elaborating and implementing successful strategies for quality program development for their specific location. The LD manages local staff and volunteers, oversees the day to day operations of their location, manages the location's relationship with community partners, and assists in efforts to expand the Collective's reach.

As the title suggests, the LD needs to be informed of everything that goes on at their location. This includes staff, membership, internal budget, asset management, individual shop management, and knowledge of all other resources available to help raise the organization's capacity and profile. The LD has the responsibility to hire and fire local staff in coordination with the Executive Director. The LD must remain informed of current bicycle and pedestrian advocacy. Above all, the LD must lead their location with integrity, foresight, and positivity.

Educational/Experiential Qualifications for Location Director:

- BA/BS degree AND/OR relevant non-profit experience
- Retail or small business/non-profit management experience
 - Proficiency in the following areas: administration of a point of sale system/Google drive/interpretation of and use of financial metrics to drive performance/visual merchandising
- Passion for people, bikes, and the successful operation of not-for-profits
- Bicycle Maintenance/repair experience and industry familiarity preferred
- Ability to stand for long periods of time and lift at least 50 lbs
- 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)

Salary starting at \$36,000. Benefits package will be discussed during hiring process.

For more information about the Bicycle Collective please visit: www.bicyclecollective.org

How to apply:

Please submit cover letter stating interest in the listed position, resume, and list of three references to:

Bicycle Collective Hiring Committee at

jobs@bicyclecollective.org