



BIKE WORKS
BICYCLING • YOUTH • COMMUNITY • EDUCATION • ACCESS • ENVIRONMENT • SOCIAL JUSTICE

Bike Works Classrooms & Offices
3715 S Hudson St, #101
Seattle, WA 98118 • 206.695.2522

Community Bike Shop
3709 S Ferdinand St
Seattle, WA 98118 • 206.725.8867

bikeworks.org

Program Coordinator Full-Time, Non-Exempt

ROLE OVERVIEW:

The Program Coordinator works closely with the entire program team to facilitate youth education programs and activities and to help with various elements that support programming and community engagement. Position includes working evenings and Saturdays, as well as the possibility of seasonal overnight work with youth on tours.

This position reports directly to the **Program Director** and is part of the Bike Works Programs Team.

ESSENTIAL JOB FUNCTIONS:

1. Works in partnership with the program staff to run youth and adult community programs as needed; including Earn-a-Bike, RIDES Club, Partnerships, BIPOC Leadership Cohort, Street Burners, Summer Camps, Adult classes, Job Skills Training, and the BikeMobile. (40%)
 - Teaches bike repair classes and partnership programs
 - Co-Leads bike rides, safety rodeos and other programmatic riding activities
 - Co-Leads drop-in Earn-a-Bike hours
 - Co-Leads summer camps for Bike Works
 - Drives the Bike Mobile for community events or job skills training
2. Supports Program Team in work related to bikes and the community as needed, including, bike giveaway programs. (20%)
 - Maintains a clean and organized classroom and communicates supply needs for programs
 - Triage and shuffles bikes into appropriate corrals and drives them to offsite storage
 - Fulfills bike donations for partner community groups as needed
 - Conducts enrollment and registration as needed for bike giveaways
 - Helps program staff in bike giveaway events within the community
3. Maintains outreach efforts, data collection and tracking for all programs. (10%)
 - Conducts periodic call outs to all youth in database and updates data regularly
 - Assists in recruitment that will increase participation by local youth and adults
 - Promotes programs and Bike Works at large to the community
 - Assists in the maintenance and upkeep of the Database – including volunteer paperwork
 - Updates Bike Works Website and Google calendar for all programs
 - Maintains photo systems for programs
 - Assists in quarterly mailings and emails to interested youth and adults

- Maintains prizes and parts to be earned by youth
4. Supports activities for youth that create a base of engagement for programs. (10%)
- Maintains Question of the Week & Question of the Month
 - Creates interest of alumni youth in ongoing programs and activities
 - Maintains the youth ride-incentive project (i.e. bicycle passport/bicycle ride board)
 - Fulfills all necessary call outs for activities with Street Burners
 - Maintains prizes and parts to be earned by youth
5. Works in partnership with Executive Director, Board of Directors, other Bike Works staff, and Key Stakeholders to contribute to the organization's vision, participate in organization-wide programs, and help create a sustainable organizational culture. (20%)
- Engages in strategic planning process with staff and board
 - Attends Program Team meetings and Risk Management committee meetings
 - Regularly attends staff meetings and yearly retreats
 - Compiles monthly reports on all activities
 - Paid volunteering & time off
 - Professional development & trainings

QUALIFICATIONS:

- Ability to teach with a focus on youth development and prior experience in youth programming required; experience with curriculum development a plus.
- Experienced bike rider, ability to ride a bike long distances is required; bike- touring experience is a bonus.
- Knowledge of bike mechanics is preferred; prior experience as a bike shop mechanic is a bonus.
- Ability to organize and complete multiple tasks is required.
- Capacity to work on a computer and complete paperwork is required.
- Driver's license; ability to pass a driving record check & drive large vehicles (vans, trucks) is required.
- A commitment and understanding of racial equity, environmental stewardship, social justice, and youth development.
- High emotional intelligence, able to easily develop deep, trusting relationships with diverse individuals from many different backgrounds.
- Sense of humor, curiosity, and love of continuous learning.
- General work schedule is 10 AM - 6:30 PM Tuesday through Saturday during the school year; workdays shift to Monday through Friday in the summer, with some variations in scheduling hours and the potential for overnight programming.
- Experience with, and understanding of, diverse South Seattle communities
- Passion for the mission, vision, and values of Bike Works.

COMPENSATION:

Hourly pay range \$21 – 26.75/hr; this position is/is not eligible for overtime pay.
All full-time positions are accompanied by \$10,000+ in benefits, including:

- Medical, Dental & Vision Insurance

- 12 days of vacation to start (adding one day for each additional year of work)
- 7 paid holidays, 1 floating holiday, plus a paid holiday recess from 12/24 through 1/1
- 10 days sick leave per year
- Long & Short-Term Disability
- Training & Professional Development for job roles
- Unlimited Orca Card
- EAP Employee Assistance Program
- \$250 reimbursement for any kind of training or continuing education
- \$250 match for employee donations to other nonprofits
- \$250 fitness/gym membership reimbursement
- Discounts on new & used bikes and parts in our Shop
- Retirement match up to \$2,000
- Life Insurance
- Reimbursement for mileage when using your bike for work
- Casual dress code
- Sabbatical policy for 1 month after 5 years

ORGANIZATIONAL OVERVIEW:

Bike Works, based in SE Seattle since 1996, promotes the bicycle as a vehicle for change to empower youth and build resilient communities. Our programs and services invest in young people and encourage bicycling. Our bike shop serves a large customer base with used bike sales, affordable repairs, and new and used parts and accessories. We take in over 7,000 bicycle donations annually and redistribute these bikes through our programs and bike shop. We are committed to continued learning and improvement, with a focus on social justice and racial equity.

CONDITIONS OF EMPLOYMENT:

Bike Works is an Equal Opportunity Employer committed to assembling a diverse and talented staff. In compliance with applicable laws and in furtherance of its commitment to fostering an environment that welcomes and embraces diversity, Bike Works does not discriminate on the basis of race, color, creed, religion, national origin, sex, disability, age, veteran status, sexual orientation, gender identity or expression, or marital status. Candidates of color are strongly encouraged to apply.

WHO WE ARE:

- collaborative team players
- passionate educators
- bike riders, bike mechanics
- social justice activists
- energetic and hard workers who manage time and risk
- self-starters with growth mindsets
- personable and humorous

HOW TO APPLY:

Email your resume and cover letter to jobs@bikeworks.org. Applications received by **11/19/21** will receive priority consideration. **This position is open until filled.**