



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 Director Full-time/Exempt

ROLE OVERVIEW:

The Program Director assumes primary responsibility for directing and developing all youth programs and supervises the Programs staff team. This role also works closely with the Executive Director and the Development, Shop and Recycle Reuse Directors and interacts with the Board, other staff, and volunteers.

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

ESSENTIAL JOB FUNCTIONS:

1. Oversees all youth program development, direction, and evaluation. (25%)
 - Directs vision and implementation of program growth
 - Plans annual programming and all relevant calendars
 - Directs creation of appropriate and innovative curriculum
 - Monitors student recruitment, outreach, scholarship and fee collection
 - Creates and maintains policies and procedures for all current and future programs
 - Directs program evaluation process, including data collection, analysis, and updates
 - Develops partnership programs; seeks new community opportunities
 - Develops partnerships and markets programs to schools and community organizations
2. Directs programs, including Earn-a-Bike, RIDES Club, BIPOC Leadership Cohort, Street Burners, Summer Camps, Bicycle Leaders, Job Skills Training, and Program Partnerships. (20%)
 - Directs planning of all classes and partnership programs
 - Develops bike touring curriculum and course areas based on needs and skills
 - Leads bike rides, summer camps and Street Burner activities as needed
 - Maintains a safe environment for youth drop-in hours
 - Leads Bicycle Leaders program and develops curriculum and evaluations for youth
 - Supervises and mentors youth in leadership training at all levels
3. Provides direction and leadership to all program staff. (20%)
 - Recruits, hires, trains, and supervises staff
 - Facilitates mentoring and development of staff
4. Ensures the risk management process is comprehensive and adequate for the organizational needs. (10%)
 - Oversees, guides and supports the risk management committee
 - Creates and updates risk management policies and guidelines as needed
 - Sets annual agenda, deadlines, priorities, and guides all projects
 - Creates risk management scenarios and ways to test the system as needed

5. Works in partnership with the Executive Director and Development Director to support fundraising and financing with regards to programs. (5%)
 - Creates and manages all program budgets
 - Writes program updates and anecdotes for use in grants, reports, and promotional materials
 - Works with Executive Director to develop organization-wide youth leadership
6. Works in partnership with Executive Director, Board of Directors, other staff, and Key Stakeholders to participate in organizational culture, planning, strategy, and coordination. (20%)
 - Participates in staff, team, program, and board meetings
 - Participates in annual planning efforts, including strategic and operational planning and budgeting
 - Paid volunteering and time off
 - Professional development & trainings

QUALIFICATIONS:

- At least 5 years of experience with three of those in a team management role
- Demonstrated success developing and evaluating curriculum, program models, and selecting and successfully operationalizing innovative programs
- Proficient in using technology as a management reporting tool and experience working with information technology staff to develop and implement program evaluation systems
- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Experience having worked with a high-performance, collaborative, constructive peer group
- Strength in hiring, recruiting, managing, developing, coaching, and retaining individuals and teams, empowering them to elevate their levels of responsibility, span-of-control and performance
- Deep understanding of human resources, employee performance improvement plans, and corrective action policies
- Demonstrated results in managing through complex systems and proven experience negotiating win-win agreements
- Excellent verbal and written communication skills with exceptional attention to details
- Personal qualities of integrity, credibility, and a commitment to and passion for Bike Works mission, vision, and values
- Experience with, and understanding of, diverse South Seattle communities
- Commitment to environmental stewardship, social justice, and youth development.

COMPENSATION:

Annual pay range \$62,400 to \$85,000, DOE; 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.**