



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

YOUTH COMMUNITY PROGRAM MANAGER

Position Summary:

The Youth Community Program Manager works closely with the Program Team and Program Director to create and deliver year-round and partnered programming. Position includes some evenings and Saturdays, as well as seasonal overnight work with youth on multi-day bike tours (as scheduled).

Reports to: Program Director

Classification: Full time exempt, plus benefits

Primary Responsibilities - Creating, delivering, and managing Youth programming aligned with Bike Works Mission & Vision

Manages on-site, certificate, and community partnership programs. (30%)

- Conducts outreach and relationship building with new and ongoing program partners to consistently improve programming;
- Develops and maintains multi-week job readiness training lessons for youth interns;
- Supports program director with risk management protocol development, implementation, and messaging to staff and program participants;
- Ensures adequate bike, tool and material selections for all programs;
- Records and tracks all program attendance, waivers, and expenses;
- In partnership with Program Director, develops and monitors program budgets;
- Creates and monitors registration forms and makes follow-up calls to interested and registered students or contacts;
- Maintains and manages off-site Bike Works spaces, bicycle fleets, and tools and materials.

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 long-range organizational visioning, committees, and other meetings with staff and board;
- Actively participates in Program Team meetings & Risk Management Committee meetings as needed;
- Regularly attends staff meetings and yearly retreats;
- Compiles monthly reports to track youth program activities;
- Email and project management;
- Paid time off, professional development, paid volunteering.

Curriculum development and evaluation (20%)

- Develops curriculum with various levels of input from partners, and creates activities and itineraries for programming within scope of partner agreements;
- In partnership with Youth Program team, facilitates and develops curriculum for ride leader trainings, train the trainer courses, and for bike program facilitators including community partners and Programs department staff;
- Consults with the Programs team on best practices.

Manages Riding Programs, Summer Camps, and Community Events (15%)

- Develops curriculum with various levels of input from partners, and creates activities and itineraries for programming within scope of partner agreements;
- Ensures all gear and bikes are maintained for various riding opportunities;
- Records and tracks all program participants, including incoming paperwork and program fee payments;
- Creates and monitors registration forms and makes follow-up calls to interested and registered students or contacts;

Develops, manages and promotes youth leadership opportunities within Bike Works (15%)

- Manages and mentors youth interns daily and develops youth internship program scope in partnership with Program Director;
- Creates leadership opportunities tailored to specific youth and youth groups involved in Bike Works through curriculum development, and new leadership initiatives in partnership with programs team and Executive Director;
- Coordinate with Development to ethically elevate youth voices and narratives in fundraising efforts and communications.

Desired & Minimum Qualifications:

- A.A. in Early Childhood Education or related field or equivalent work experience;
- Excellent written and verbal communication skills;
- Strong problem-solving skills;
- Ability to work in a team-oriented environment and to handle multiple tasks;
- Experience working in multicultural/lingual environment;
- Must meet federal and state health and safety standards and maintain credentials for childcare (first aid, CPR);
- Able to work flexible hours on occasion;
- Excellent organizational and computer skills;
- Ability to communicate effectively with individuals from diverse cultural backgrounds;
- Respect for others' experiences, opinions, language, values, culture, and knowledge;
- Access to a reliable source of transportation;
- WA state driver's license and vehicle insurance;
- Experience working with immigrant and refugee families;
- Bicultural/bilingual in Spanish, Vietnamese, Chinese, French, Omoro, Amharic, Eritrean, Somali, or Tigrinya;
- Strong understanding of and commitment to social justice, racial equity, and gender equity;
- Bike riding and bike mechanic skills.

Compensation:

Hourly pay ranges \$28.50 to \$30, DOE. This full-time position is eligible for overtime pay. Generous benefits include: healthcare, dental, vision, and life insurance; generous paid time off plus an organization-wide holiday recess from 12/24 to 1/1, a generous wellness time policy, disability; employer matching retirement contributions; annual investment in professional development and physical activity; paid ORCA card; discounts on new and used bikes and parts; casual work environment, unlimited free bicycle pumps!

How to Apply: Email your resume and cover letter to jobs@bikeworks.org. Applications received by 6/18/23 will receive priority.