



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

Position Summary:

The Program Director assumes primary responsibility for directing and developing all youth and adult programs and supervises the program staff team; this role also works closely with the Executive Director and the Development, Shop and Recycle Reuse leads as part of the Leadership team; and interacts with the Board, other staff and volunteers.

Reports to: Executive Director

Classification: Full Time Exempt, plus Benefits

Primary Responsibilities:

1. Oversees all 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 serving both youth & adults
2. Directs programs, including Earn-A-Bike, RIDES Club, BIPOC Leadership Cohort, Summer Camps, Bicycle Leaders, Major Taylor Project, and Partnerships. (25%)
 - Directs planning of all classes and partnership programs
 - Provides RISK management and program support as needed
 - Maintains a safe environment for youth and adult drop-in hours
 - Leads Bicycle Leaders & Advocacy program and develops curriculum and evaluations for youth
 - 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. (15%)
 - 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

1. Works in partnership with the Executive Director, Development Director, Shop Director, Adult Programs Manager, and Recycle & Reuse Director, to support fundraising and financing with regards to programs. (10%)
 - In collaboration with Executive Director, 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

2. Works in partnership with Executive Director, Board of Directors, other staff, and Key Stakeholders to participate in strategic planning process, to develop a long term mission driven strategic plan, and to create annual operational plans. (5%)
 - Participates in staff, leadership team, program, risk management and board meetings
 - Participates in annual planning efforts, including strategic and operational planning and budgeting

3. Desired & Minimum Qualifications:
 - 3-5 years of Sr. Management or Director level leadership
 - 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, PR);
 - 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:

Yearly salary range \$67,000 - \$72,000 DOE. 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.

How to Apply: Email your resume and cover letter to hr@bikeworks.org. Applications received by 6/30/23 will receive priority.