



**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](http://bikeworks.org)

# RECYCLE & REUSE COORDINATOR

## Position Summary:

The Recycle & Reuse Coordinator supports daily Warehouse, the Bike Shop, and Adult Community Programs. This includes processing bike-related donations, organizing the Warehouse, refurbishing used bicycles, coordinating volunteers, procuring bikes in Seattle, and supporting Bike Shop operations. Daily duties will include moving/lifting bikes, standing for prolonged periods of time, and furthering our strategic plan.

**Reports to:** Recycle & Reuse Director

**Classification:** full-time, Sunday to Thursday

## ESSENTIAL JOB FUNCTIONS:

- 1. Process incoming donations**
  - a. Triage donated bikes/parts: re-donate, programs, as-is, or refurbish
  - b. Maintain/organize the accessibility of the main lobby
  - c. Deliver professional and helpful customer service to a diverse customer base
- 2. Recondition/overhaul used bicycles for resale**
  - a. Assess bicycles for damage and wear; determine a course of action for repairs based on parts availability/cost
  - b. Deliver fully-functional, safe, clean, and affordable refurbished bicycles within the accessible standards of our resources
- 3. Support the facilitation of Adult Community Resources**
  - a. When available, assist the Adult Community Resource Manager with Volunteer Repair Parties (VRP), Open Shop, Classes, and the BikeMobile
  - b. Train and orient volunteers/customers to warehouse space and classrooms
  - c. Help find tasks for volunteers that fit skill-level and encourage growth as a mechanic
  - d. Oversee operations and answer questions in Open Shop
  - e. Check volunteer work
- 4. Support daily warehouse & bike shop operations**
  - a. When needed, support bike shop with professional customer service and quality bike repair (20% of position supporting the Bike Shop)

- b. Assist in transporting bicycle donations from the Shop to the Warehouse
  - c. Assist in maintaining a clean and organized work environment in the warehouse, classrooms, and other shared spaces
  - d. Represent Bike Works to the neighborhood & act as a resource for the community
  - e. Articulate the organization's mission and operations to our community
  - f. Maintain a welcoming, accessible, and respectful environment for all customers and youth in the warehouse and shop
- 5. Assist in procurement of in-kind donations of bikes and bike parts**
- a. Based on organizational needs, work with supervisor to solicit in-kind donations.
  - b. Based on needs and donation pick-up criteria, perform donation pick-ups.
  - c. Assist in generating ideas for improvement in procurement of in-kind donations.
- 6. Attend staff-wide and departmental meetings and trainings as scheduled**
- a. Attend fundraising events
  - b. Participate in cross-departmental committee work to further strategic planning goals
  - c. Participate in other fundraising initiatives and table events

**PREFERRED QUALIFICATIONS:**

- Confident bicycle mechanic
- Able to identify and triage quality bikes and bike parts
- Organized and resourceful
- Can work as part of a small team and independently
- Previous instructor experience, especially with marginalized communities
- Previous experience coordinating volunteers
- Understanding of and interest in antiracism, accessibility, transgender liberation, and other aspects of social justice
- Experience with, and understanding of, diverse South Seattle communities
- Commitment to environmental stewardship, social justice, and youth development
- Bi-/multilingual proficiency a plus
- Passion for the mission, vision, and values of Bike Works

**COMPENSATION:**

Hourly pay is \$27-30/hr (depending on experience); this position is eligible for overtime pay. All full-time positions are accompanied by \$10,000+ in benefits (details on website [bikeworks.org/jobs](https://bikeworks.org/jobs)).

**HOW TO APPLY:**

Email your resume and a cover letter to [steveq@bikeworks.org](mailto:steveq@bikeworks.org). Applications received until **2/11/24**. **This position is open until filled.**