



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 programs team to facilitate youth education programs and activities and to help with various elements that support programming and community engagement. Position includes working some 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 coordinate and facilitate youth and adult community programs as needed including Bikes-For-All!, Earn-a-Bike, Partnership programs and events, Summer Camps, Adult classes and Youth Internships. (50%)
 - Co-Leads bike rides, safety rodeos (skills courses) and other programmatic riding activities
 - Co-Leads drop-in Earn-a-Bike hours
 - Co-Leads summer camps and partnership programs for Bike Works
 - CO-facilitates youth apprenticeship and internship programs
 - Administers pre- and post-program evaluations and maintains daily programs reflections
 - Participates in the process of program and partner development by providing input and insight based on experience facilitating Bike Works programs
2. Supports Program Team in work related to bikes and the community as needed, including bike giveaway programs. (20%)
 - Helps build, tune-up and distributes bikes for the Bikes-for-All! bike giveaway program
 - Maintains a clean and organized classroom and communicates supply needs for programs
 - Triagees and shuffles bikes into appropriate corrals
 - Accompanies teammates to drive bikes to offsite storage as needed
 - Helps fulfill one-time bike donations for community partners as needed
 - Conducts enrollment and registration as needed for bike giveaways
 - Works with programs team to staff 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
 - Creates and maintains partner relationships to enrich Bike Works programs
 - Promotes programs and Bike Works at large to the community
 - Assists in the maintenance and upkeep of the Database – including volunteer paperwork
 - Works with Program Manger to update Google Calendar to reflect program schedule
 - Maintains photo systems for programs
 - Assists in quarterly mailings and emails to interested youth and adults
4. 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
 - Regularly attends team meetings, staff meetings, and yearly retreats
 - Paid volunteering & time off
 - Professional development & trainings
 - Joins one of the three Bike Works committees (equity, culture, or structure) and participates in committee meetings
 - Participates in team and organizational policy building in relation to programs, COVID procedures, risk management, equity-building, and other topics that affect all staff.

QUALIFICATIONS:

- Ability to teach with a focus on youth development and prior experience in youth programming required; experience with curriculum development a plus
- Knowledge of bike mechanics is preferred; prior experience as a bike shop mechanic is a plus
- Experienced bike rider; ability to ride a bike long distances and/or bike touring experience is a plus
- Ability to organize and complete multiple tasks is required
- Capacity to work on a computer and complete paperwork is required=
- A commitment and understanding of racial equity, environmental stewardship, social justice and youth development
- High emotional intelligence, able to develop trusting relationships with diverse individuals from many different backgrounds
- Sense of humor, curiosity and love of continuous learning
- General work schedule is 10am-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 is \$26.75-\$30/hr; this position is eligible for overtime pay. All full-time positions are accompanied by \$10,000+ in benefits.

HOW TO APPLY:

Email your resume and cover letter to jobs@bikeworks.org. Applications received until **2/16/2024** will receive priority consideration. **This position is open until filled.**