

Earn-a-Bike Program Manager Job Description

June 2017

Trips for Kids, a nationally known non-profit, has a job opening in San Rafael, CA! We are looking for a new Earn-a-Bike Program Manager to be a part of our team that's been transforming the lives of underserved youth through biking programs for 29 years.

ABOUT TRIPS FOR KIDS

Trips for Kids™ mission is to provide transformative cycling experiences for underserved youth. Our programs aim to build self-esteem, inspire healthy lifestyles and instill environmental values through mountain bike rides, mechanical skills training and environmental education.

Our Marin chapter in San Rafael, CA, was founded in 1988 and primarily serves underserved youth throughout the San Francisco Bay Area, working with over 400 local agencies and organizations. Our most popular offering are our Trail Rides, which are supplemented by our Earn-a-Bike and Mobile Bike workshops, and the Re-Cyclery Bike Shop.

Trips for Kids Marin is also the headquarters for our national chapter network, and has been the model on which over 70 chapters nationwide have been based since 1994. Our chapters have been continuously providing lessons in self-confidence, environmental awareness and healthy habits to tens of thousands of youth through the simple act of having fun on bicycles.

THE POSITION

Our Earn-a-Bike program provides Marin County youth with complete hands-on lessons in bike mechanics and bike safety as after-school and summer programming. We offer a free 8-week introduction to bicycle mechanics course using the Park Tool School curriculum. Upon successful completion of the course, the kids earn their own bicycle, helmet, and Certificate of Completion. Intermediate and Advanced bike mechanic curriculums are taught as well, depending on seasonal youth availability through agency partnerships. We also teach lifetime skills of confidence, respect, leadership, cooperation, accountability, and team work through our community bike shop and outdoor bicycling and environmental activities.

The Program Manager is the lead instructor for this program and implements standardized mechanical curriculum, develops dynamic lessons for reinforcing the practical skills, manages all programmatic logistics, rides/activities and the community bike shop, and teaches life skills to the youth. This position requires bicycle mechanic expertise and as well as experience mentoring youth. Interested candidates must exhibit an outgoing personality, great patience, and enjoy taking ownership of their programmatic responsibilities. Being bilingual in Spanish is not a prerequisite, but would be a particularly useful skill to communicate with the predominantly Hispanic, Canal community youth.

SKILLS AND ABILITIES REQUIRED

1. Strong teaching, mentoring, communication and organization skills
2. Experience working with youth and parents/guardians
3. Expertise with bicycle riding and mechanical operations
4. Experience developing curriculum and providing instruction

5. Ability to create and maintain a positive and supportive environment for youth to grow and learn within
6. Ability to maintain safety and security standards for the youth and training facility
7. Ability to manage basic program administration
8. Strong familiarity with Microsoft Office Suite programs (Word, Excel, Powerpoint, etc.)
9. Good writing skills
10. Multicultural understanding and appreciation

OVERALL RESPONSIBILITIES

Oversee all aspects of program:

- classes and projects
- rides and activities
- monthly stats and reports
- ensuring safety at all times
- managing support staff and volunteers
- develop and implement curriculum

Administer required forms/reports for each program component:

- youth: daily attendance, permission forms, med forms, off-site activity form
- program stats: monthly participant stats, written report
- bike shop: cash out, bike sales forms

Maintain bike shop:

- keep shop and training areas clean, organized and safe
- order program tools, parts and equipment as needed
- manage ongoing garbage and recycling disposal
- notify Marin Program Director of required facility repairs/upgrades

Community outreach for new EAB participants:

- build relationships with other community youths programs
- provide public presentations to encourage participation and funding support
- conduct classes on and off site for other youth programs

Additional responsibilities required to ensure the success and safety of the program

TO APPLY

The Program Manager is a part-time position (20 hours/week) located in TFK's San Rafael, Canal community facility. Compensation depending on experience. Other part-time roles within Trips for Kids programs might be available to qualifying candidates, to provide fulltime employment and benefits.

Provide resume and cover letter to Andy Phelps at aphelps@tripsforkids.org , Trips for Kids Marin Program Director. No phone calls will be accepted.

Learn more about TFK here: www.tripsforkidsmarin.org and as seen on CNN Heroes: <http://cnn.it/1zhlrSa>