



Ride Program Manager

Neighborhood Bike Works (NBW) is a nonprofit organization that provides educational, recreational, and career-building opportunities for urban youth in underserved neighborhoods in greater Philadelphia through bicycling; it also promotes cycling as a healthy, affordable, environmentally-friendly form of transportation. NBW provides after-school and summer programming for youth, and space for adults to utilize bicycle tools and equipment during DIY bike repair sessions.

Position Summary: The Ride Program Manager is a Part-Time (30 hours per week), hourly, Non-Exempt position with the primary responsibility of planning, designing, launching, and implementing additional ride programming focused on watershed education with current youth at Neighborhood Bike Works. The candidate will be taking the lead on strategically planning new ride program opportunities with the support of a hired consultant and with key constituents including youth, staff, volunteers, and other partners. They will also be responsible for establishing connections with neighborhood community centers, environmental centers, and greenspaces in order to reach target goals and milestones. They will serve as a mentor to youth and leader to other staff, and will facilitate the new program(s) directly.

This position is supported by a grant with an end date of June 2018. There is the possibility of continued employment, pending future funding.

Reports to: Program Director

Dates: The position will start October 1, 2016.

Schedule and Hours:

30 hours per week, including some evening and weekend hours
Office and Administrative Time: Flexible with weekly scheduled meetings
NBW Office hours are Monday – Friday from 10:00 am – 6:00 pm

Responsibilities:

- Lead a program planning process with key constituents in conjunction with the Program Director and Executive Director.
 - Coordinate the planning process and create a timeline with a hired consultant.
 - Facilitate a community assessment process that engages current NBW youth, parents, staff, and volunteers.
 - Design a program model that reaches goals and milestones of the grant.
 - Create a monitoring and evaluation plan.
 - Develop curriculum that incorporates watershed education.
 - Compile program reports of student attendance and benchmarks for Program Director.
 - Be an active participant in strategic planning processes for Neighborhood Bike Works.
 - Participate in professional development opportunities as determined in partnership with supervisor.
- Hire, orient, train, and supervise additional direct-service staff for program implementation.
 - Determine a plan to meet hiring needs including creating a hiring timeline and job description with support from the Program Director.
 - Facilitate regularly scheduled supervision meetings.
 - Provide direction and feedback regarding job performance as needed.



- Teach, supervise, and coordinate the ride program(s) for groups of 12 youth, focusing primarily on middle and high school aged youth.
 - Facilitate and teach new ride curriculum engaging youth in watershed education.
 - Lead bike rides while integrating hands-on activities and interactive games with a focus on integrating opportunities for learning about healthy habits, environment, leadership, and life skills.
 - Exude a positive attitude and set the tone for a fun and exciting class experience.
 - Manage program paperwork including enrollment forms, sign-in sheets, and surveys.
 - Set a positive example to youth by role modeling appropriate behaviors.
 - Always follow bike safety rules including but not limited to wearing a helmet and adhering to rules of the road for cyclists.
 - Communicate with family members/parents about their child's progress/behavior.
 - Attain and manage program equipment and supplies (i.e. bikes, helmets, tools, etc.).

Qualifications:

- Two years of relevant experience in education, environmental education, positive youth development, program planning, and/or curriculum development and/or an Associate's degree or higher from a college or university in similar areas.
- Able to convene and collaborate with key internal stakeholders, external partners, and consultants in both visionary thinking and detail oriented planning.
- The qualified person is upbeat, reliable, creative, a good team player, and likes working with young people.
- Able to demonstrate success working with diverse groups of youth.
- Knowledge in basic bicycle mechanics for on-the-road-repair strongly desired.
- Must be able to ride a bicycle and guide youth on bike rides safely and confidently.
- Be able to lift up to 50 pounds.
- Excellent personal communication skills, both written and verbal.
- Computer skills (Microsoft Word and Excel) required.
- Successful passing of PA State Police Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Clearance required.
- Valid PA Driver's License.

Compensation:

- This is a part-time, hourly, non-exempt position; \$15.00 - \$16.50 per hour, depending on experience.
- Health insurance available after 60 days.
- Equivalent of two-week paid vacation per year.

We are an Equal Opportunity Employer and actively seek staff who reflect the community we serve. Candidates of color are encouraged to apply.

Please **email a resume and cover letter** to Liz Pisarczyk at jobs@neighborhoodbikeworks.org. Please include in your cover letter your experience in program development and youth work. Please use Microsoft Word attachments including your **name and "Ride Program Manager" in the subject line**. Applications will be reviewed on a rolling basis. Priority will be given to early submission. Deadline is August 30, 2016. Please check our website for more information on NBW at neighborhoodbikeworks.org prior to applying.