

## **Ogden Bicycle Collective Youth Program Coordinator**

The mission of the Bicycle Collective is to promote cycling as an effective and sustainable form of transportation and as a cornerstone of a cleaner, healthier, and safer society. The Collective provides refurbished bicycles and educational programs to the community, focusing on children and lower income households. The Youth Program Coordinator will be responsible for overseeing the Ogden Bicycle Collective's youth programs.

The Ogden Bicycle Collective (OBC) provides multiple youth programs free to kids in the community. It is the Youth Program Coordinator's job to coordinate and oversee these programs. Programs include:

- Youth Open Shop Night: this is a time when youth ages 10-17 can volunteer or use the shop for free to work on their own bikes in a safe space where only other youth and OBC staff are present.
- Earn-A-Bike: during Youth Open Shop Night, youth who do not have access to a bicycle are able to enroll in a program that allows them to earn a bike through volunteer time. Part of that time is spent working on and becoming familiar with the bike they will take home.
- Kids Bike Giveaways: OBC has a goal for 2018 to offer monthly kids bike giveaways to kids age 10 and under to ensure all kids have access to bikes and biking.

### **Responsibilities:**

#### ***Youth Programs***

- Help coordinate kids bike giveaways
- Work with partners like Bike Utah, the school districts, and others to outreach to youth in the community
- Engage with youth in the shop and at outreach events and promote OBC's youth programs
- Work with the Volunteer Coordinator to recruit volunteers for events and program activities
- Maintain equipment for youth programs and track youth program progress towards goals
- Oversee Youth Open Shop Nights, working with the Volunteer Coordinator and Director
- Assist youth with volunteer activities and bicycle repair during Youth Open Shop Nights
- Oversee youth and track hours during Youth Open Shop and Earn-A-Bike
- Coordinate the Earn-A-Bike program
- Teach youth through OBC's educational programs

#### ***Shop Operations:***

- Assist with helping customers in the shop with purchases and bicycle repairs
- Answer visitors' questions about OBC programs and operations
- Help with repairing bikes to be sold in the shop and given away through our community programs

- Answer phones and respond to messages as needed
- Assist with shop cleanliness and safety
- Complete quarterly goals and reviews with the Director
- Other duties as assigned

**Qualifications:**

- Good mechanic skills (one year hands-on, professional shop experience working on a wide variety of bicycles preferred)
- Excellent people skills: friendly, welcoming, and inclusive
- Experience working with, managing, and empowering youth from diverse backgrounds
- Strong educational and teaching skills
- Strong verbal and written communication skills
- Familiarity with Microsoft Office, Google G Suite, and point of sale programs

**Location:** Ogden Bicycle Collective, 936 28th Street, Ogden, UT 84403

**Part-time:** 20-25 hours/week

**Compensation:** \$10-\$14 hourly DOE

**To Apply:** Submit a resume and cover letter to [danielle@bicyclecollective.org](mailto:danielle@bicyclecollective.org) with the subject heading "Youth Program Coordinator Application". This job is open until filled.