

Urban Bike Project

Shop Manager Job Description

Urban Bike Project is looking for a Wilmington area resident who would like to dedicate their passion and talents to an exciting and rapidly growing organization! Our small non-profit doubled our programming in the last two years, and are looking to continue to grow our programs and embark on a capital project to renovate our shop. We're seeking a shop manager who can help us grow while managing our Open Shop and Free Bike Programs. The position is part time, with the opportunity to advance into a full time position for a successful candidate.

Urban Bike Project is a non-profit community bicycle shop that supports Wilmington communities by providing access to bicycling as a healthy, affordable and practical means of transportation and recreation. The Open Shop program allows members of the public to purchase affordable used bicycles and parts, perform their own repairs, and learn mechanics. We are currently open to the public Tuesday and Thursday evenings from 6:30-9pm and Saturday afternoons from 2:30-5pm. The Free Bike Program provides refurbished commuter bikes to adults in need of reliable transportation to access jobs, job interviews, and other necessary services. Our ideal candidate is passionate about Urban Bike Project's mission and excited to grow with us.

Hours: 15-20 hours/week initially

Compensation: \$12/hour, negotiable for a very qualified candidate

Responsibilities:

- Serve as head mechanic and manager-on-duty during all Open Shop hours, every Tuesday and Thursday night from 6:30-9 pm and Saturday afternoon from 2:30-5pm.
- Manage volunteer staff – this includes communicating with volunteers, organizing volunteer events, assigning volunteer tasks during Open Shop, and ensuring that volunteers are following policies and procedures during Open Shop.
- Maintain, organize, and stock the shop – this includes minor repairs to the building, stocking bathroom supplies, organizing tools and parts, purchasing tools and parts as necessary, refurbishing bikes for the sale floor, and basic grounds maintenance.
- Coordinate the Free Bike Program – this includes processing and approving applications, communicating with applicants, and refurbishing bikes.
- Manage budgets for the Open Shop and Free Bike programs – this includes tracking expenditures, keeping expenditures under/at budget, and working with the Executive Director to generate sufficient revenue streams.
- Work with the Executive Director to expand programming in keeping with Urban Bike Project's 3-year Strategic Plan.
- Work with the Executive Director to improve community outreach and organizational visibility by tabling at community events, responding to e-mail inquiries, etc.

Requirements:

- Self-motivated and self-directed
- Passionate about bicycling as an agent for positive change in Wilmington communities

- Proficient in full range of bicycle mechanics skills; knowledge of older bikes and creative problem solving in bicycle repair particularly valuable.
- Desire to grow into a full-time position with Urban Bike Project
- Proficient with Microsoft Office, Google Docs and WordPress (or ability to learn)
- Strong customer service skills
- Strong organizational skills
- Strong writing and communication skills

To Apply:

Please e-mail a cover letter and resume to Laura Wilburn, Executive Director, at wilburn.laura@gmail.com.