



EXECUTIVE DIRECTOR SEARCH COMMUNITY BICYCLE CENTER

The board of directors of the Community Bicycle Center (CBC) in Biddeford, Maine, seeks a dynamic leader who shares our belief that every child deserves a safe place to connect and grow during the critical non-school hours. The CBC provides youth enrichment opportunities for personal growth through outdoor and other unplugged activities, often on two wheels! The organization has deepened its impact substantially in recent years and is poised for continued growth.

The board is seeking an effective manager and a visionary leader, someone who can spot and seize opportunities on the horizon while continuously peddling.

Organizational Overview

Founded as a volunteer-run program in 2001 and incorporated as a nonprofit in 2005, the CBC offers today eight distinct programs in addition to civic engagement opportunities and educational programming in partnership with the Biddeford School Department. With an emphasis on fun and a deep commitment to equity and open access, the center has created a vibrant community where young people are empowered and supported to be their most engaged, healthy, and confident selves.

Our current programs provide a unique framework for youth development:

- **Open shop time:** Through this core program, youth of all ages and backgrounds are encouraged to stay productively engaged after school by “dropping in” to the CBC’s daily open shop time where they can connect with volunteer adult mentors, staff, and peers through hands-on bike repair, board games, art projects, homework help, and exercising in the upstairs fitness space.
- **Trek2Connect:** Geared toward meeting the aspirational and social-emotional health of young people, grades seven-to-graduation, this CBC program launched in August 2017 with one pilot cohort consisting of ten students. At full maturation in 2023, the program will engage six youth cohorts (60 students), 10+ dedicated program mentors, and two program managers.
- **STEM Bike Mechanics:** Beyond collaborative school department programming (described below), the CBC leads a seasonal STEM Bike Mechanics program to make STEM education more effective, accessible, and fun. Through eight learning sessions, the program provides one-on-one support from volunteer mentors, educators, and field-active STEM professionals.
- **Mentoring:** The CBC’s youth-centered and experiential programs are designed to promote formal and informal mentoring of young people, in addition to creating pathways for peer-to-peer mentoring. We focus on building trust and rapport through fun, hands-on, low-barrier activities.
- **Job Readiness:** Young adults aged 12+ “earn and learn” in our Kids Bike Factory, building critical job skills by managing a youth-led bike repair business and earning a monthly educational stipend in the process. Through hands-on learning in a real-world context, we are teaching transferable job skills such as financial literacy, communication, and project management.

- **Leadership Development:** The CBC's inclusive community environment means that kids from diverse backgrounds, ages, and abilities learn and grow side-by-side, developing empathy and appreciation for another's similarities and differences. Opportunities abound for trained youth to guide, nurture and lead their less experienced peers.
- **Summer Camp:** The CBC provides healthy lunches for youth and family members, and expanded programming to allow kids to connect with the trails, beaches, and natural features that make our state unique. The center owns six acres of green space for camping, exploring, and riding; and abuts 140 public acres and 22 miles of public trails

In addition to our afterschool and summer programming, the CBC facilitates educational and service-learning activities four days a week during the school year through a codified collaboration with the Biddeford School Department.

Our approach to youth development is based on developmental asset research and designed to develop critical life skills including resilience, problem-solving and goal-persistence. We are focused on long-term outcomes, taking a strengths-based approach to increasing the protective factors that promote positive social-emotional health and social well-being, and integrating youth in physical fitness, outdoor recreation and mind/body health in the process.

A more comprehensive description of the CBC can be found on the website: www.communitybike.net.

Priorities for the Future

Guided by a recently completed strategic plan, the executive director will work with the board of directors, community stakeholders, and dedicated staff and volunteers to expand the CBC's impact in Southern Maine, with a focus on the following strategic priorities:

- **Youth Development:** Provide low-barrier, high-quality program activities that address the developmental needs of all youths aged 8-18.
- **Social Responsibility:** Promote civic engagement and service learning among area youths.
- **STEM (Science, Technology, Engineering, and Math):** Increase youth access to hands-on STEM learning experiences through CBC programs and provide opportunities of increasing complexity for youth to develop STEM competencies.
- **Job Readiness:** Engage older youths in soft and technical job skills development opportunities through the Kids Bike Factory.
- **Healthy Living:** Provide activities that engage youths in physical fitness, outdoor recreation, and mind/body health.
- **Sustainability:** Develop the four components of organizational sustainability: people resources, partnerships and collaborations, communications, and resource development.

Position Requirements

Leading the CBC boldly into our next phase of development requires a broad set of attributes and skills. Responsibilities include budgeting and financial management, oversight of program development and implementation, fundraising, public relations and facilities management. We expect that the successful candidate will bring the following to our organization:

- A passion for our mission and unwavering belief in the value of every child
- Leadership experience in the realm of youth development
- An entrepreneurial spirit

- Solid writing skills, comfort in public speaking, and demonstrated strength as a “good listener”
- Cultural responsiveness and commitment to diversity and liberation
- A track record of “relationship building” and readiness to engage in resource development
- High energy, authenticity and good humor
- Computer literacy in word processing and data and donor management software
- Attention to detail and the ability to multitask and manage critical-path timelines
- The highest level of recommendations from references, collaborative partners, and peers

In addition to the expectations listed above, preference will be given to candidates who can also demonstrate the following:

- A deep appreciation for the value and impact of volunteers and a track record of successfully working with volunteers to achieve shared goals
- Demonstrated ability in developing organizational growth strategies
- Nonprofit experience
- Interest in outdoor recreation

Compensation

The compensation package includes a competitive salary commensurate with experience, and health and retirement benefits.

This position reports directly to the board of directors. The successful candidate can expect a formal review after six months as well as an annual review.

Nondiscrimination

The CBC does not discriminate against any person on the basis of race, national origin, ancestry, public assistance, ethnic background, religion, marital status, economic class, age, disability or handicap (mental or physical), sex, creed, veteran status, sexual orientation, gender identity/expression and any other legally protected characteristics in admission or participation in its programs, services and activities, or in employment. The CBC complies with all applicable national, state and local laws pertaining to nondiscrimination and equal opportunity and will take “affirmative action” measures to ensure the enforcement of its policies.

To Apply

Interested candidates should submit a cover letter and resume to Starboard Leadership Consulting at the following address search1@starboardleadership.com. The cover letter and resume should contain detailed information concerning work experience, past successes, leadership experience and qualifications. Please be prepared to provide contact information for professional references upon request.

Paper copies may be sent to Lisa Belyea, Starboard Leadership Consulting, 84 Harlow Street, Bangor, Maine, 04401, but **electronic submission of materials is preferred**. No phone inquiries, please. Review of applications will begin on January 2, 2019.