

Director, Recycle Ithaca's Bicycles  
Reporting To: Nydia Blas, Acting Executive Director, Southside Community Center  
Compensation: \$18K/year, based 25 hour work week  
Benefits: paid vacation and sick leave

The Director is the leadership role for Recycle Ithaca's Bicycles' program and workspace, which is newly reopened as of January 2017 and in a state of being built anew. The Director will be responsible for providing RIBs' core services to the community as well as adjusting operations to meet specific needs of communities which are the focus of the mission of Southside Community Center.

The role of Recycle Ithaca's Bicycles' Director is to design, develop and implement plans for RIBs in a cost-effective, politically, socially, ideologically, and ecologically conscious manner. The Director is also responsible for overseeing and maintaining the high-functioning day-to-day operation of Recycle Ithaca's Bicycles, including:

- Volunteers and staff
- Shop workspace(s) and physical location(s)
- Coordination with municipal offices and personnel
- Representation of RIBs in specific and Southside in general to the wider Ithaca community
- Coordination and consulting with other Recycle Ithaca's Bicycles staff
- Internal budget
- Relationships with other entities and institutions
- All other organizational resources

...All toward the end of creating sustainable systems and relationships which hold true to the missions of Recycle Ithaca's Bicycles in particular and the missions of Southside Community center at large.

The Director is accountable to Southside's Acting Executive Director, and meets with the AED and other Southside leadership as agreed upon, regarding matters of vision, organization, coordination, and strategy.

The Director is responsible for maintaining and developing Recycle Ithaca's Bicycle's revenue stream, while evolving the coordination between RIBs and Southside in positive directions to result in more effective, transparent, accountable, sustainable, and user friendly economic policies.

Should there be an opportunity to hire additional staff, the director will manage staff relations, hiring, and firing with support of and in accordance with Southside Community center's policies. The Director will also oversee all programs and their respective staff and volunteers.

#### *Job Duties and Responsibilities*

- Oversee shop operations including workshop, storage, and building upkeep, bike repairs, sales, and safety
- Set RIBs policy and procedures with input of Consulting Director
- Greet and orient new participants, manage workflow and ongoing projects
- Keep the shop open during scheduled hours
- Maintain inventory of new and used equipment, and manage restocking
- Maintain a clean, organized, and functional shop, including bathroom spaces
- Maintain RIBs as a safer and anti-oppressive space
- Ensure quality and safety of all new and used products leaving the shop

#### *Outreach and Reporting*

- Maintain metrics of shop operations: demographics, bike output, finances
- Represent, or arrange for representation of Recycle Ithaca's Bicycles at events

#### *Financial*

- Collect and manage physical donation stream
- Keep accurate records, work with treasurer/bookkeeper to ensure transparent, sustainable, fair, and easily usable systems
- Fundraise through grants, sales, and potentially other campaigns

#### *Volunteer Recruitment and Coordination*

- Responsible for recruiting, interviewing, orienting, scheduling and training new volunteers
- Accommodate volunteer aspirations and skill sets through feedback and insightful analysis
- Work toward developing a volunteer training program
- Coordinate volunteer schedules
- Make clear tasks and responsibilities available to volunteers
- Attend volunteer hours and guide volunteers through tasks as needed
- Maintain weekly volunteer-only hours where operation, changes, evaluation of shop needs, and projects can be acted upon, presented, and discussed
- Delegate tasks in a responsible, safe, and sensitive manner

#### *Other Regular Tasks*

- Responsible for maintaining (if applicable) Information Technology: Shop computers, shop Internet, shop phones, printer/fax, building security, point of sale
- Responsible for corresponding via email in a reasonably timely fashion