



Mechanic Programs Coordinator – Neighborhood Bike Works

Neighborhood Bike Works (NBW) inspires youth and strengthens Philadelphia communities by providing equitable access to bicycling and bike repair through education, recreation, leadership and career-building opportunities. NBW offers after school and summer programming to youth, and space for adults to utilize our tools and equipment during adult repair cooperative hours.

Position Summary: This is a Full-Time, 35 hour, hourly, Non-Exempt position teaching classes in our Youth Bike Education & Empowerment Program (YBEEP) during out-of-school time throughout the school year and summer. Through YBEEP, youth engage in bike related activities while gaining skills in positive youth development. The Mechanic Program Coordinator is responsible for teaching entry-level programs including Earn-A-Bike and Summer Camp sessions, as well as graduate-level programs such as High School Earn-A-Bike and weekly Drop-In program.

As Mechanic Program Coordinator, this individual is ultimately responsible for planning and lessons and activities, teaching classes, recruitment and enrollment, communicating with caregivers, and other administrative tasks to support NBW's mechanic programs.

Reports to: Program Director

Dates: The position begins January 3, 2018.

Schedule and Hours:

35 hours per week

Afterschool classes are typically: Monday-Friday, 3:00 – 6:30 pm (September – June)

Summer Camp runs: Monday – Friday 8:00-4:00 (July-August)

Drop-In: Saturday 9:30 – 2:30 pm (year round)

Office and Administrative Time: Flexible with weekly scheduled staff meetings

Some evening and weekend events are necessary

** NBW Office hours are Monday – Friday from 10:00 am – 6:00 pm**

Responsibilities:

- Teach bike repair classes and bike safety lessons according to the Earn-A-Bike curriculum for groups of 12 youth ages 8-18 in after-school and summer programs. This also includes facilitating the weekly Drop-In program on Saturdays and supporting Monthly rides when applicable.
 - Lead classes on bike mechanics, using NBW's curriculum and integrating activities, games, and bike rides into each course series to encourage participation and engagement of all youth.
 - Model and teach bike safety rules including but not limited to wearing a helmet and adhering to rules of the road for cyclists
 - Ensure the safety of all youth in the shop and on bike rides, and make sure that each Earn-A-Bike is completed and safety checked before it leaves the shop
 - Exude a positive attitude and set the tone for a fun and exciting class experience



- Manage program planning and implementation for each class session:
 - Manage class recruitment, enrollment, application, and other paperwork to ensure that each session is filled with 12-15 youth with expectation to graduate 12, with support from the Youth Engagement Specialist, Event Coordinator, and Program Director
 - Communicate with caregivers regarding class schedule and structure, child's progress/behavior, upcoming opportunities, etc.
 - Other administrative tasks as necessary to support class enrollment and retention.

- Supervise and engage Adult and Youth Assistant Instructors by providing them with tasks, support, and oversight:
 - Assist in recruitment and hiring of Adult and Youth Assistant Instructors for afterschool and summer programming. Participate in interview and selection process of instructors.
 - Provide on-going training, constructive feedback and support to encourage professional development of adult and youth assistants.

- Supervise and engage program volunteers by providing them with tasks, support, and oversight:
 - Communicate with NBW's Volunteer Coordinator about volunteer needs, and assist with training and oversight of new YBEEP volunteers
 - Follow-up with volunteers to keep them engaged and involved throughout the year.

- Support NBW's administrative and programmatic needs:
 - Support graduate level programs by teaching and/or promoting them to graduate youth
 - Collaborate with the Youth Engagement Specialist and Program Director to assess and create new opportunities to engage youth
 - Support Youth Engagement Specialist in mentoring Youth Council
 - Manage and maintain program supplies needed for youth programs such as tools, fleet bikes, and other needs as seen fit

Qualifications:

- Must be a skilled bike mechanic
- Youth work or education experience required. Candidates should be able to demonstrate ability to work with diverse groups of youth.
- The qualified person is upbeat, reliable, creative, flexible, a team player, and enjoys working with young people
- Excellent personal communications skills both written and verbal
- Must be comfortable working in a fast-paced environment
- Must be able to lift up to 50 pounds
- Successful passing of PA State Police Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Clearance required
- Candidates with non-traditional work and education experience are encouraged – please tell us about those experiences that qualify you for this position.



Compensation:

- This is a full-time, 35 hour, hourly, non-exempt position; \$15.00-16.00 per hour, depending on experience.
- Health insurance available after 60 days.
- Equivalent of two-week paid vacation per year.
- Simple IRA benefits option.

To apply: Please email cover letter and resume in PDF format. "Mechanic Coordinator" in subject line. No calls please. Application deadline is December 8, 2017.

*We are an Equal Opportunity Employer and seek staff who reflect the community we serve.
Candidates of color, women and those identifying as LGBTQ are encouraged to apply.*