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August 4, 2016

We're pleased to announce we are hiring a full time Director in Ogden, UT, to galvanize our successful location into sustainability and growth.

**General Description:** The role of the Ogden Bicycle Collective's Director is to design, develop and implement strategic plans for the Ogden location in a cost-effective and time-efficient manner. The Director is also responsible for the day-to-day operation of the organization, including managing staff and coordinating with the wider Ogden community. The Director is accountable to the Bicycle Collective's Executive Director and reports to the Board on a regular basis - quarterly, and more often as needed.

The Director is the leadership role for our Ogden branch, which is a growing location. The Director will bottom-line tasks along with the shop manager and mechanics in addition to office-based work. The Director is responsible for identifying opportunities to expand the location's programs in ways that best support the Ogden community. The Director is expected to continue the blueprint set forth in the Ogden Collective since reopening in 2015 as well as implement changes in accordance with the growth and direction of the Bicycle Collective at large, under the direction of the Executive Director.

In this period of growth, the Director will be charged with maintaining growth of the Ogden Collective's revenue stream and ending each year's high season with positive cash flow and reserves on hand. The Director will oversee everything that goes on in the Ogden Bicycle Collective. This includes staff, membership, internal budget, company assets, and all other company resources, to help make the best use of them and raise the location's effectiveness, profitability, and profile.

#### Job Duties and Responsibilities

- Continue ongoing programs and develop new programming as the need arises
- Seek out and implement creative, revenue generating programs or new approaches to existing programs
- Oversee shop operations including shop upkeep, bike repair, and sales and safety
- Coordinate work schedules and keep the bike shop open during scheduled hours through delegation or coverage
- Maintain inventory of new/used equipment and manage restocking from appropriate sources
- Maintain a clean, organized, and functional shop

- Ensure quality and safety of all new and used products leaving the shop
- Invoice program vendors

#### Employee Management

- Responsible for recruiting, interviewing, hiring, orienting, and training new staff
- Determine hours and schedule of staff on a monthly basis
- File timesheets each pay period, and time off requests
- Responsible for giving employees clear job descriptions, tasks, and duties
- Meet regularly with Ogden core volunteers and staff to determine shop needs and projects
- Write annual evaluations of employees, and meet with employees to discuss progress and goals

#### Outreach and Reporting

- Maintain a database that measures impact of shop operations: bikes in, people served, bikes out
- Represent OBC at major outreach events
- Prepare and submit recommendations reports to the board of Directors and Executive Director
- Manage social media and outreach through web, Instagram, and Facebook channels.
- Ensure that all phone calls, requests, and questions are addressed properly and timely

#### Job Development

- Complete quarterly goals and evaluations with Executive Director
- Manage employee and volunteer aspirations and skill sets through review and feedback
- Seek out technologies/trends in the industry to maintain/enhance quality of work and products

#### Qualifications

- Experience with managing and empowering a diverse staff and clientele
- Strong educational and teaching skills
- Familiarity with Microsoft Office, Google Docs, and point of sale programs
- Demonstrated ability to think dynamically and problem solve in group decisions
- Strong verbal and written communication skills
- Excellent mechanical skills required (minimum two years hands-on, professional shop experience working on a wide variety of bicycles)
- Bachelors Degree preferred, or equivalent professional, non-profit based experience.

#### Compensation

Salary range \$27,000-\$35,000 commensurate with experience. Benefits include paid vacation and sick leave.

Applicants should submit a cover letter and resume to [clint@bicyclecollective.org](mailto:clint@bicyclecollective.org) with "Application for Ogden Bicycle Collective Director Position" in the subject line. Applicants will be expected to respond with a brief action plan after receiving more information from our executive Director. This position is open until filled, with an anticipated start date in September, depending on the availability and needs of the applicant.

*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.*