

A Youth Education Program
of Experimental Station

Position Description

Youth Services Coordinator

Mission: Blackstone Bicycle Works (BBW) is a youth education program of the Experimental Station (ES). BBW is a full-service community bike shop dedicated to promoting positive ecological practices and empowering youth from Chicago's South Side—teaching mechanical skills, job skills, and business literacy to youth ages 8-18.

Status: \$14.50 per hour. Comes with benefits. Assistance for moving costs.

Work Hours: Full-Time position; Tuesday-Saturday (may vary and include evenings)

Immediate Supervisor: Program Manager, Blackstone Bicycle Works

Position Objective:

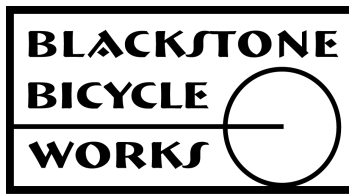
Under the direction of the Program Manager (PM), the Youth Services Coordinator coordinates the daily youth experience with support from staff and volunteers. This includes: coordinating and leading bike instruction; acting as the head instructor for the program;; maintaining the shop as a safe and supportive environment; informing and advancing short and long term program goals; strongly representing and advocating for the organization and program.

The ideal candidate is passionate about...

- Youth education and engagement
- Bicycle mechanics
- Bicycle advocacy

Essential Functions:

- Provide coordination for the youth program.
 - Help to maintain a safe and positive learning environment at BBW.
 - Coordinate, schedule, and lead daily youth bike repair instruction.
 - Further develop and refine curriculum and instruction methods in collaboration with other staff to develop instruction on customer service and business operations.
 - Support and facilitate youths' participation (intake, retention, parental communication) and their engagement with all areas of the program and business.
 - Support and facilitate tracking of program data and other documentation.
 - Coordinate auxiliary youth services (internship and externship programs, homework and tutoring, college advising, field trips, races, career exploration, mentoring, snack and meal programs).
 - Schedule and coordinate all instructors (staff, volunteers, and youth). Engage and develop team to support youth instruction.



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- Coordinate with staff to engage youth in customer services and business operations. Instruct youth on best practices for ensuring quality customer service and shop services.
- Maintain program spaces, equipment and supplies used for youth education and engagement. Engage youth in this maintenance.
- Support and engage with Youth Leadership Team, the program's youth council.
- Report on student participation, skill advancement, and overall engagement in program.
- Support and contribute to program initiatives to address needs and opportunities that arise, especially those that involve engaging youth.
- Communicate program needs related to acquiring supplies and equipment. Be an excellent steward of our resources.
- Assist PM as needed with the management of BBW.

Qualifications:

- Education: High School graduate or equivalent.
- Experience: Minimum of 1 year of demonstrated success teaching and developing curriculum for youth programs. Experience leading youth or adult bike repair instruction preferred. Program and staff/volunteer coordination experience preferred.
- Skills and Abilities: Highly organized. Moderate to advanced bike repair skills. Teaching and curriculum development skills. Able to communicate and relate with a diverse body of youth, adults, staff, and groups; able to work as part of a team and work independently; take initiative and solve problems; remain calm under pressure; bike repair skills; organize and execute plans; and effectively use email, google apps, and social media.
- Physical and Mental Demands: Must be physically and mentally able to perform essential functions, possessing sufficient physical strength and energies to effectively engage in activities with youth, and manage and maintain the program's supplies, equipment, and facilities.

Email your cover letter and resume to jobs (at) experimentalstation.org with your name and "BBW Youth Services Coordinator / Head Instructor" in the subject. **The extended deadline to apply is Sunday, March 26th.** This is an at-will position scheduled to begin in April.