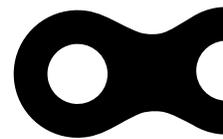
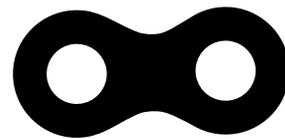


# BROKE SPOKE



The Broke Spoke Community Bike Shop opened in 2010 with the mission of providing better access to better bicycles for everyone regardless of their circumstances.

We are seeking a Shop Director to propel us into our next phase. You will work with a dedicated team of volunteers to boost the capacity of the organization and meet its compelling mission.

Position Title

## SHOP DIRECTOR

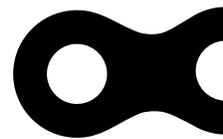
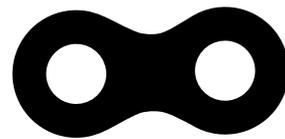
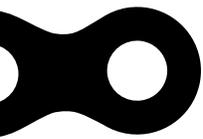
### Hours and compensation:

The position is full-time at approximately 40 hrs/week. The workweek will be Sunday-Thursday with evening and weekend shifts required. Starting compensation is \$45,000/year less any legally required deductions and other withholdings you choose. This is an exempt position meaning you will not be eligible for overtime pay for hours worked over 40 per week. We offer the following benefits: 20 paid time off days a year plus government holidays, a free bicycle, stipend for conference travel and lodging.

### Mission and Values

The Shop Director is expected to support the mission of the organization: to empower adults with the tools, space, skills, and community needed for better access to better bikes. We also expect this person to exemplify our values:

- + **Dignity** We believe that everyone deserves to be treated with respect. This ethos of kindness is specifically extended to those with barriers to purchasing and maintaining a safe mode of transportation.
- + **Empowerment** The bicycle gives riders a sense of freedom and a sense of control over their transportation. We enhance this by providing the skills and support to maintain their mode of transportation.
- + **Generosity** We believe that everyone has something to teach. We also believe the best way to learn is through helping. We would not exist if not for our volunteers' generosity with their time, or our community's generosity with their money and used bikes.
- + **Sustainability** We believe bicycling contributes to better mental health, better physical health, more equitable economic opportunities, better social connectedness, and reduced environmental impact. We will work to enhance those positives while minimizing the negative impact our operations have on the environment.
- + **Inclusion** Community is central to Broke Spoke, and we are committed to cultivating belongingness among all users. Actively building relationships with historically marginalized individuals will strengthen our organization and Lexington as a whole.



## Specific Duties & Responsibilities

This is a new position. There will be some changes to these specifics in order to match the strengths of the Director.

## In-Shop Responsibilities

Ensure all positions are appropriately staffed during open shop hours

- + Keep the shop stocked and ready for open shifts
- + Oversee the collection and processing of all bikes
- + Ensure the shop is tidy and welcoming
- + Orient and onboard new volunteers

## Communication & Volunteer Support

- + Expand volunteer base through internships, community service, work release, etc.
- + Maintain knowledge of, and working relationships with, partner organizations
- + Support timely responses to all inquiries received via email and social media
- + Maintain our existing system for scheduling and tracking volunteer activity
- + Regular reporting to the board

## What We Are Seeking

- + A self-starter with the ability to inspire others to the mission of Broke Spoke
- + Capacity to work effectively alone and with a diverse group of people
- + Strong mechanical aptitude with bicycle maintenance experience
- + Superior organizational and communication skills
- + Ability to work a flexible schedule that will include evenings and weekends
- + Ability to communicate daily on multiple channels including email, Slack, social media, phone, and text
- + Must be able to physically meet the needs of the shop such as being able to lift and carry bikes, stand for long periods of time, and be prepared to work in warm and cold environments

To Apply:

Send a cover letter and resume to  
[board@thebrokespoke.org](mailto:board@thebrokespoke.org) by May 16th