**For Immediate Release:**

Location Director, St. George, Utah

Reporting To: Clint Watson, Executive Director

Compensation: $30K-40K/year commensurate with experience, full time based on 40 hour work week.

Benefits: paid vacation and sick leave.

Applications Due: Ongoing

Location: St. George, UT

*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.*

General Description: The role of the St. George Bicycle Collective’s director is to design, develop and implement strategic plans for the St. George location in a cost-effective and time-efficient manner. The director is also responsible for maintaining the high-functioning day-to-day operation of the location, including managing staff and coordinating with the wider Salt Lake community. The director is accountable to the Bicycle Collective’s Executive Director and reports to the ED on a regular basis and provides reports to the Board of Directors as requested.

The Location Director is the leadership role for our St. George branch, which is brand new to the system and in a state of being built up for the first time. Our St. George building is structurally ready to operate and prepped for Bicycle Collective operational development. This is the first official location in St. George, and as with all Bicycle Collective locations, the Location Director will be responsible for implementing creative strategies to provide core Bicycle Collective services to the community as well as adjust operations to meet St. George-specific needs.

The Location Director will be charged with maintaining and growing the St. George Collective’s revenue stream, while increasing the coordination between different departments to result in more effective charitable programs across the board. The Location Director will oversee everything that goes on in the St. George Bicycle Collective. This includes staff, membership, internal budget, organization assets, and all other organizational resources, to help make the best use of them and raise the location’s effectiveness, profitability, and profile.

The director manages staff relations and oversees hiring and firing as dictated by delegation from the ED. They also oversee the following programs and their respective staff: Community Bike Shop, Goodwill Bikes, Bicycle Valet, and Youth Programs

*Job Duties and Responsibilities*

-Oversee shop operations including shop upkeep, bike repair, sales, and safety

-Coordinate work schedules and keep the bike shop open during scheduled hours

-Manage physical donation stream

-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 on a weekly basis

*Employee Management*

-Responsible for recruiting, interviewing, hiring, orienting, and training new staff

-Determine hours, schedule, and time off requests of staff on a monthly basis

-File time sheets each pay period

-Responsible for giving employees clear job descriptions, tasks, and duties

-Write annual evaluations of employees, and meet with employees to discuss

-Hold weekly shop meetings to discuss operation, changes, evaluation of shop needs, and projects

*Outreach and Reporting*

-Maintain metrics of the impact of shop operations: bikes in, people served, bikes out.

-Represent the Bicycle Collective at major outreach events

-Prepare and submit recommendation reports to the Board of Directors and Executive Director

-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

*Financial*

-Work with treasurer/bookkeeper to ensure accurate records and reporting

-Forecast financial needs using cash-flow and project/program budgets to create an annual location budget and long term strategic plans with Executive Director

-Track budget vs. actuals and make administrative changes to preserve cash flow

*Volunteer Recruitment and Coordination*

-Develop volunteer training program

-Organize tasks in a meaningful way for volunteers

-Attend volunteer hours and guide volunteers through tasks

-Maintain records of volunteer hours logged accessible by both the Bicycle Collective and individual volunteers

*Other Regular Tasks*

-Responsible for maintaining Information Technology: Shop computers, shop Internet, shop phones, printer/fax, electronic door, point of sale

-Responsible for answering shop phones, emails, and snail mail in a timely fashion

*Requirements:*

-Bachelor’s degree or equivalent professional experience. Preference will be shown to candidates with at least 2 years experience managing programs or similar field including operations, staff management, production, or sales. Strong preference will also be shown for candidates with bike repair and maintenance knowledge.

-Experience with managing and empowering a diverse staff and clientele

-Demonstrable, creative problem-solving skills on both an administrative and logistical level

-Ability to regularly lift 40 pounds

-Passion for bicycle transportation and/or an interest in creating livable, healthy and sustainable communities

-Bilingual candidates strongly preferred (Spanish)

-Strong educational and teaching skills

-Familiarity with Microsoft Office, Google Docs, Quickbooks accounting and point of sale programs

-Strong verbal and written communication skills

For Consideration:

Please submit a cover letter and resume and two references to jobs@bicyclecollective.org with “St. George Director” followed by your name in the subject line. Suitable applicants will be expected to respond with a brief action plan after receiving more information from our Executive Director. Interviews with qualifying candidates will be scheduled at the discretion of the Executive Director and can be coordinated by phone/video conference for candidates at distance.

*The Bicycle Collective is proud to be an equal-opportunity employer, all qualified applicants are encouraged to apply regardless of age, race, gender, country of origin, or sexual orientation.*