**Bicycle Collective Core Programs**

**Community Bike Shop**

The Community Bike Shop covers bike sales and Do-It-Yourself repair facilities. The Location Director maintains and oversees the overall physical location, from scheduling repairs to maintaining order and layout; coordinates shop maintenance including tool inventory and repair, supply restocking, and cleanliness and organization; and oversees the bike refurbishing process, including coordinating volunteers and staff to triage, store, assess, and repair bikes.

The Location Director is responsible for bike flow in and out of the shop, working with the general public, bike drives, municipal contracts, and industry connections to generate bike donations and assesses the overall bike stream and allocates repaired bikes to different outputs. Though staff members in each program coordinate their volunteers, the director is responsible for overall volunteer management.

**Goodwill Bikes**

The Location Director will ultimately be responsible for managing our flagship charitable program, Goodwill Bikes, which provides refurbished bicycles to adults in need at no charge. It will be up to the Location Director to delegate the responsibility to staff as they are hired. Goodwill bikes provides bicycles to at-needs clients who are identified through partnering organizations.

**Bicycle Valet**

The Location Director bottom-lines these programs, doing outreach and confirming bookings of the service and finds staff or volunteers to cover double-bookings and expands programs as capacity allows, covering shifts when no one else is available. The Location Director works with the program coordinators on special projects and is in charge of invoicing and accounting for the programs.

**Youth Programs**

Programs for youth are at the core of what we provide as an organization. These range from MTB classes to outreach at juvenile correctional facilities. The scope of programmatic operations for the first few years will be determined in conversations with the ED and implemented as resources and time become available to the Location Director.