

Consulting Director, Recycle Ithacas Bicycles

Reporting To: Nydia Blas, Acting Executive Director, Southside Community Center

Compensation: \$3.6k/year, based 5 hour work week

Benefits: paid vacation and sick leave

Facilitate open shop hours weekly:

- Maintain an organized space
- Teach repair skills to participants
- Cultivate quality for all new and used bikes and hardware leaving the shop
- Monitor and enforce safety standards for bikes leaving the shop
- Greet and orient new participants
- Manage workflow and ongoing projects
- Coordinate volunteers
- Process bike donations
- Collect monetary donations
- Perform necessary record keeping and reporting
- Maintain RIBs as as safer anti-oppressive space

Manage social media sites:

- Respond to daily inquiries about shop
- Keep the public informed about relevant changes to shop hours or policies
- Use regular posts to promote RIBs and maintain fundamental components including wishlist, volunteer opportunities, and fundraising

Consult on shop policies and procedures:

- Regular visioning on how to keep RIBs focused on the Southside Community Center mission to serve Ithaca's communities of color
- Meeting with Southside Community Center leadership regarding participation in relevant Southside Community Center events