

## **Program Director - Community Partners Bike Library**

### **Organization:**

The Sibley Bike Depot  
712 University Avenue  
Saint Paul, MN 55104  
651-222-2080  
sibleybikedepot.org

### **Organization Summary:**

Sibley Bike Depot's mission is to be an open, accessible space to educate and empower people to use bicycles as transportation, helping to build a sustainable environment and community. Sibley Bike Depot has been serving St. Paul as a community bike shop since its opening in 2001.

### **Program Summary:**

The Sibley Bike Depot received a grant from Transit for Livable Communities to develop and operate the Community Partners Bike Library. The Community Partners Bike Library will make available 220 bicycles, fully equipped for transportation purposes, for 6-month loan to low-income Twin Cities residents with demonstrated need. The Bike Library will additionally provide under-served community members with classes in safe cycling, bike maintenance, and commuting, as well as support in acquiring a bicycle for long-term use at the termination of the loan period. Bikes will be lent out through community partner organizations, the local agencies (such as affordable housing organizations or job placement centers) working directly with under-served community members lacking transportation options.

Through the Community Partners Bike Library, Sibley Bike Depot will work directly with community partner organizations to provide education and material support to those normally not accounted for in mainstream bicycle planning. Many of these individuals stand to benefit substantially from affordable, reliable, transportation. By providing reliable bikes to under-served communities, Sibley hopes to promote a shift away from driving and towards bicycling and non-motorized transportation.

**Job Title:** Program Director - Community Partners Bike Library

**Type:** Full Time    **Deadline:** 2/26/2010

**Salary:** \$30,000-\$34,000/yr, depending on experience

**Term of employment:** Begins immediately, lasts through December, 2011 (with possibility for extension based on funding availability)

### **Primary Duties and Responsibilities:**

- Manage all aspects of the Community Partners Bike Library
- Meet budget, reimbursement, and reporting requirements as outlined by MnDOT and the City of St. Paul
- Maintain accurate, complete, and up-to-date documentation to ensure fulfillment of grant and legal requirements
- Identify, establish, and maintain relationships with community partner organizations and community ambassadors
- Develop and implement standard policies and procedures (bike check-out, returns,

- theft, repair, etc.)
- Organize bike drives and outreach events to solicit bike donations and publicize the program
- Develop and implement assessment tools to judge the impact and effectiveness of the program
- Present regular progress reports to the Sibley Bike Depot's Board of Directors
- Develop and implement quality control standards for Bike Library bikes
- Maintain the inventory of bicycles and commuting accessories
- Collaborate with Sibley Bike Depot mechanics to ensure that bikes are tuned up and meet safety standards
- Develop outreach materials and coordinate education programming for patrons
- Publicize the program, write press releases, and ensure accomplishments are documented

**Experience and Qualification Requirements:**

- 3-5 years experience in program or organizational management
- Ability to commit to the full term of employment (through December 2011)
- Skills in organizing and maintaining detailed records for reporting purposes
- Ability to manage large programs and monitor multiple outcomes
- Interpersonal skills necessary for teaching and building community partnerships
- Ability to work collaboratively in a not-for-profit, consensus based environment
- Committed to working towards promoting cycling as a viable transportation option along with a desire to empower under-served communities with reliable and affordable transportation choices
- Familiarity with grant management and reporting (experience with government grants a plus)

**Additional Information:**

A basic working knowledge of bicycle mechanics is a plus but not a requirement for employment.

**Benefits:**

While Sibley cannot provide health insurance, we are offering a \$260/month stipend for the Program Director to purchase a health insurance plan.

**How to Apply:**

Cover letter and resume may be submitted via email to [kevin@sibleybikedepot.org](mailto:kevin@sibleybikedepot.org) or addressed and mailed to:

Kevin Kalla  
Sibley Bike Depot  
712 University Avenue West  
Saint Paul, MN 55104