



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

BNB Volunteer - Bike School Apprentice

(Revised 03/25/2021)

Position Description

The BNB Volunteer - Bike School Apprentice's primary responsibility is to directly support the Bike School Coordinator and Youth Apprentices with the development and implementation of bicycle education curriculum at our Bike Shop & Training Center and through community partnerships. Additionally, Bike School Apprentices may have the opportunity to directly support participants in Bike School programs such as Advanced Mechanics, Bike Institute, Earn-A-Bike, On-The-Bike, and Sisters In Action.

Specific responsibilities include, but are not limited to:

- Provide support to Bike School Coordinator, Lead Instructor, and Youth Apprentices in all aspects of Bike School programming, including: curriculum development, monitoring and evaluation, direct mechanics assistance, training, and more
- Provide supervision of youth participants during group rides, such as during On-The-Bike programming
- Follow workflows according to Bikes Not Bombs' Bike Shop policies and procedures
- Keep all benches, workspaces, and the overall bike shop clean
- Participate actively as a member of various volunteer teams
- Be customer service oriented and personable as you represent the organization
- Other duties as assigned

Approximate Time Commitment: 2-4 hrs/day as needed. Volunteers may work a regular schedule up to 5 times per week.

Ideal Time Commitment: 4 hrs per day

Volunteer Schedule

- Seasonal or as needed, during Bike School programs:
 - Fall: After school, 3pm - 7pm
 - Spring: After school, 3pm - 7pm
 - Winter: 12pm - 6pm
 - Summer: 12pm - 6pm

Background and Qualifications:

The ideal person for this role can convey a high degree of commitment and passion for the mission of Bikes Not Bombs; the ability to work in a fast-paced environment, manage multiple priorities and take initiative with minimal supervision; excellent oral and written communication skills that are effective with a diverse range of audiences; Strong computer skills and ability to become proficient in relevant software.

- Completion of a previous Bike School program is required. Applicants must be able to pass a Criminal Offender Record Information (CORI) check.
- Strong set of personal and professional values; belief in our mission to use the bicycle as a vehicle for social change
- Experience working directly with youth 12+ and young adults
- Demonstrated competency as a role model and peer
- Decisive, good quality judgement and decision-making skills
- Takes initiative
- Experience with bicycle repair and maintenance
- Excellent interpersonal and communications skills, both written and verbal
- Demonstrated ability to work with staff and other volunteers effectively
- Self-motivated, resourceful, and creative
- Commitment to excellence a must

Equity & Inclusion:

Constituent leadership is central to the mission of BNB and is highlighted in BNB's current Strategic Plan. As such, BNB is seeking to more fully represent our community and constituencies, **particularly youth, women, and Black, Indigenous, People of Color (BIPOC) in Boston and of communities in the Global South** so as to amplify that voice and provide an opportunity for our constituency to participate in the overall direction and leadership of the organization. As such, we actively encourage candidates from broadly diverse ethnic and cultural backgrounds. Bikes Not Bombs is an Equal Employment Opportunity employer.

Application Process:

1. Please submit your interest on the [Volunteer Interest Form](#) to indicate your preferences and availability and receive an application
2. Submit an application form indicating the specific role/s you're interested in and qualifications you have.
3. (If available) Also submit your resume to Community Engagement & Events Officer, Gary Chin at gary@bikesnotbombs.org. Please include your full name and "Volunteer Apprenticeship" in the subject line.
4. Set up a phone interview
5. Complete an orientation

BNB's Mission & History:

Bikes Not Bombs uses the bicycle as a vehicle for social change to achieve economic mobility for Black and other marginalized people in Boston and the Global South. Each year we collect roughly 5,000 used bicycles and tons of used parts from our supporters around Greater Boston and New England. We ship most of these bikes overseas to economic development projects through our [International Partnerships](#) in Africa, Latin America, and the Caribbean. Bikes that don't get shipped are distributed in [Youth Pathways](#) where teens learn bicycle safety and mechanics skills in the process of earning bikes to keep for themselves. Our retail [Bike Shop & Training Center](#) also reconditions and sells some of the donated bikes that we receive, employing many graduates of our programs. The Shop's profit from the bicycle sales, parts sales, and repairs goes towards funding our youth and international work. BNB is 35 years-old and has an annual budget of \$1.3 million.