



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

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Bike School Program Manager at Roxbury Hub

Job Description

Position: The Bike School Program Manager at Roxbury Hub leads the Healthy Living program at the Roxbury Hub through our partnership with Children's Services of Roxbury. In this role, you will be implementing our Bike School curriculum and a curriculum grounded in building emotional intelligence. Students will be accompanied by a licensed clinician and BNB bike mechanic. The Program Manager reports to the Director of Community Engagement.

The ideal candidate for this role has the ability to engage youth with no fear or bias, engaging their beliefs and abilities, their likes and dislikes. This person is also self-motivated, resourceful, and creative. The candidate has a background in mental health interventions. They may have experience with bike mechanics and urban commuting skills. The candidate will be required to strengthen their knowledge in bike mechanics and cycling safety.

Core Responsibilities

Bike School Coordination (60%)

- Support the coordination, implementation, and evaluation of Bike School programs that happen through BNB's partnership with Children Services of Roxbury
- Coordination, Implementation, and Evaluation
 - Collaborating with CSR staff to develop a curriculum that combines bike mechanics, cycling safety, whilst teaching students coping mechanisms that they can use inside and outside the space.
 - Working with clinician and mechanic to teach the above mentioned skills within the space.
 - Evaluating participant progress based on social-emotional and youth pathway outcomes, using BNB's Basic Bike Education, Youth Apprentice assessments and Children's Services measurements.
- Identifying and referring participants to CSR staff who may need mental health interventions and therapeutic support
- Facilitate setup and organization of the designated program areas, including the work benches, tools, storage of bikes and parts sorting area for Bike School
- Develop teaching demonstration materials to aid in the hands-on learning process
- Cultivate relationships with community members as potential organizational partners and report to the Community Engagement Team to further collaborations
- Recruitment
 - Support outreach efforts for Roxbury Hub program
 - Connect with surrounding community partners to recruit participants and maintain relationships that further strengthen the presence of the program in the community.

Youth Pathways Support (30%)

Supervision of Youth Apprentices

- Supervise small team of Youth Apprentices who will assist in the instruction and implementation of Healthy Living Curriculum.
- Participate actively in weekly 1-on-1 supervision, team meetings; and bi-weekly staff meetings
- Schedule and hold 1-on-1 check-in meetings with youth apprentices to track growth and progress.
- Support other Youth Pathways initiatives, as needed

Tool Time Support

- Supporting the implementation of Tool Time events to serve 150 Greater Roxbury residents over the course of the grant period 2022-2024.

Fundraising and Administrative Support (10%)

- Ensure upkeep with youth participant and employee data entry in Salesforce
- Contribute to fundraising events as needed
- Attend tabling events, volunteer fairs, health fairs, and other events in the community as needed

Background & Qualifications

Below is a list of qualities in an ideal candidate:

- Dedication to the mission of BNB
- Experience navigating any of the child and family - serving systems and teaching family members who are involved with the child and family serving systems.
- Must have administrative and organizational skills, as well as the ability to delegate responsibility and multi-task.
- Experience with teaching and curriculum development, and in particular teaching around mechanical concepts
- Experience in program management and supervision, with the ability to mentor, motivate, prioritize, and set clear expectations
- Experience in youth or workforce development
- Personable and able to work with people from a number of different backgrounds
- Ability to work with staff, board, and volunteers with sense of humor and flexibility
- Ability to work individually and as part of a team in a fast-paced work environment

Education and Related Work Experience:

- High school Diploma or Equivalent.
- Post secondary education in psychology, social work, education, vocation education preferred.
- Experience working with people between the ages of 14- 18 years old who come from varied backgrounds and experiences.
- CPR Certified or willingness to become CPR certified within 1 year.

Racial Equity

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 Black and other marginalized people 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

Please provide a resume and cover letter that includes where you learned of the position and a description of how your qualifications match BNB's needs. Applications should be emailed to jobs@bikesnotbombs.org and will be reviewed on a rolling basis. Please include "Bike School Program Manager at Roxbury Hub" and your full name in the subject line. The compensation package is \$45,000 - 55,000/year based on applicant's qualifications. Additional benefits include - paid time off, health insurance, flexible work schedule, and discount at our bike shop. This position is open until filled. Target start date is October 18, 2022.

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.

We reclaim thousands of bicycles each year. We create local and global programs that provide skill development, jobs, and sustainable transportation. Our programs mobilize youth and adults to be leaders in community transformation. 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 38-years old and has an annual budget of \$2.5 million.