



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

Bike School Mechanic Instructor, Roxbury Hub

Job Description

Position Description: BNB seeks a full-time Bike School Mechanic Instructor with experience working in a bike shop to assist with our bike education and training programs that engage BIPOC youth in Boston. Primary duties include supporting our Bike School, Bike Match, and Tool Time programs in Roxbury, completing repairs and rebuilds (refurbishing donated bicycles for distribution), setting clear performance standards and providing training for how staff and volunteers work on bicycles. The Bike School Mechanic Instructor at the Roxbury Hub reports to the Bike School Program Manager at the Roxbury Hub, and is a member of the Community Engagement team. The Mechanic Instructor may also support the BNB bike shop as needed.

Specific responsibilities include, but are not limited to:

Instructional Support & Program Development (65%)

- Provide instructional and mechanic support for all Bike School programs, Bike Match and Tool Time
- Engage with and work alongside program participants and youth apprentices to implement programs
- Participate in and provide ongoing training, feedback and support to improve curriculum, program development and implementation
- Be customer service-oriented and personable as you are the face of our organization
- Develop teaching demonstration materials to aid in the hands-on learning process
- Assemble and provide safety checks on refurbished bicycles for distribution via Bike School or Bike Match

Mechanics, Shop Culture & Training (35%)

- Foster an asset-based culture grounded in positive youth development
- Support staff in managing the program spaces at the Roxbury Hub (and Jamaica Plain Hub as needed)
- Prepare bikes for distribution following Bikes Not Bombs' Bike Shop standards, policies and procedures
- Diagnose bicycles and write repair tickets using web based inventory management system
- Facilitate setup and organization of the Bike School Program Area with support from staff, including the work benches, tools, storage of bikes and parts sorting area for Bike School
- Keep the inventory of the shop updated
- Keep the bench and the overall bike shop clear

Bicycle Mechanic Skills:

- Assembling/disassembling and identify different types of bottom brackets
- Crank arm replacement
- Change derailleurs
- Front and rear hub, bottom bracket, headset overhauls
- Replacing brake calipers, pads, and levers; shifters
- Replacing all kinds of cables
- Limit screw adjustment (both derailleurs)
- Center brakes
- Chain check, replacement
- Wheel truing
- Check and alignment of bike frame
- Flat fix
- Tune ups



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Background and Qualifications:

The ideal person for this role has experience working in bicycle retail shops and has the ability to engage youth with no fear or bias, engaging their beliefs and abilities, their likes and dislikes. Additional requirements include:

- At least one full year in the bike industry, preferably fixing and repairing bikes.
- Experience working with youth aged 12-18 preferred.
- Able to work during program hours: Tuesday - Friday 11:30 AM - 7:30 PM and Saturday 9:00 AM - 5:00 PM
- Ability to keep multiple projects/tasks organized
- Must be able to work well under pressure to meet deadlines
- Ability to learn and adapt to BNB's standards for bicycle mechanics
- Must demonstrate a strong understanding of and commitment to Bikes Not Bombs' overall mission
- Self-motivated, highly organized, systems oriented
- Excellent interpersonal skills, cultural competency, strong listening and negotiation skills
- Typing and basic computer competencies; Google or MS office; Experience with Lightspeed POS preferred
- Must be willing and able to work some evenings and weekends
- Multilingual/Bilingual (Spanish, English, Haitian Creole and/or Cape Verdean Creole) candidates are highly preferred
- Ability to work with staff, board, and volunteers with a sense of humor and flexibility
- Ability to work individually and as part of a team in a fast-paced work environment

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 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 Mechanic Instructor" and your full name in the subject line. The compensation package for this position includes an hourly wage starting at between \$19.23 - \$24.04/hour. Additional benefits include: paid time off, health insurance, flexible work schedule, and a discount at our bike shop.

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.

Our mission is the driving force behind our impact, our volunteer efforts, and our dedicated staff. It's why people give their time, their money, their labor. We love bikes, and we love our community, including its most vulnerable and historically excluded members. We want to bring the joy and the utility of bicycling to everyone. "Bikes Not Bombs!" is a demand, a protest, advice for life, and a rallying cry. Through our work, we seek to bring positive change into people's lives and build a sustainable future for all.



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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 partners in support of 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. Staff and paid Youth Apprentices working in our retail [Bike Shop & Training Center](#) also recondition and sell some of the donated bikes that we receive. Profits from bicycle sales, parts sales, and repairs go towards funding our youth and international work. BNB is 38 years old and has an annual budget of \$2.5 million and growing.