



# BIKES NOT BOMBS

*Using the bicycle as a vehicle for social change*

284 Amory Street · Jamaica Plain, MA 02130

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## Bike School Program Manager at Department of Youth Services

### Job Description

**Position Description:** The Bike School Program Manager at Department of Youth Services leads the Skill Up program at the Metro Region Department of Youth Services facility in Roslindale, MA. In this role, you will implement our Bike School curriculum to youth who are involved in the juvenile justice system. In partnership with the Department of Youth Services (DYS), Bikes Not Bombs' goal is to provide rehabilitative services to youth through Bike School. The Bike School 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 trauma-informed care and 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.

Specific responsibilities include, but are not limited to:

### **Bike School Coordination (80%)**

- Serve as the primary point of contact between BNB and Department of Youth Services
- Support the coordination, implementation, and evaluation of Bike School programs that happen through Bikes Not Bombs' partnership with the Department of Youth Services (residential and community programs)
- Coordination, implementation, and evaluation
  - Collaborating with DYS staff to develop a curriculum that combines bike mechanics and cycling safety, whilst teaching youth coping mechanisms that they can use inside and outside the space.
  - Evaluating participant progress based on social-emotional and Youth Pathways outcomes, using BNB's basic bike education, Youth Apprentice assessments and program experience survey.
- Facilitate setup and organization of the designated program areas, including the work benches, tools, storage of bikes and parts sorting area for Bike School
- Manage inventory and track expenditures related to the Bike School program at DYS
- Develop teaching demonstration materials to aid in the hands-on learning process
- Cultivate relationships with DYS staff members as potential organizational partners and report to the Community Engagement team to further collaborations
- Support outreach and implementation of all BNB Bike School programs, as needed

### **Youth Pathways Support (10%)**

- For community programs only at Jamaica Plain and Roxbury locations only: Support a small team of Youth Apprentices who will assist in the instruction and implementation of Bike School curriculum
- Support 1-on-1 check ins between DYS community youth and site-based program managers, attend team meetings and bi-weekly staff meetings as needed
- Support other Youth Pathways initiatives, as needed

### **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

## **Racial Equity**

Research suggests that qualified women and Black, Indigenous, and people of color may self-select out of opportunities if they don't meet 100% of the job requirements. We encourage individuals who believe they have the skills necessary to thrive at Bikes Not Bombs to apply for this role.

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 those voices 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](mailto:jobs@bikesnotbombs.org) and will be reviewed on a rolling basis. Please include "Bike School Program Manager at Department of Youth Services" and your full name in the subject line. The compensation package is \$21.63 - 26.44 per hour based on the 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 August 22, 2023 or as soon as possible.

## **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 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.

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 39 years old and has an annual budget of \$4.1 million.