



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 Program Manager at Jamaica Plain Hub

Job Description

Position Description: The Bike School Program Manager at Jamaica Plain Hub facilitates the effort to promote and recruit participants for our Bike School programs, and teaches the curriculum in partnership with our youth apprentices. The Bike School Program Manager reports to the Senior Bike School Program Manager, and is a member of the Youth Pathways team.

The ideal candidate for this role has a passion for working with youth by helping them discover their potential, has bike mechanics and urban commuting skills, experience with curriculum development and managing youth staff.

Our programs primarily serve BIPOC youth living in systematically excluded/marginalized neighborhoods of Roxbury, Dorchester and Mattapan.

Specific responsibilities include, but are not limited to:

Bike School Coordination (60%)

- Support the coordination, implementation, and evaluation of all Bike School programs including Volunteer Instructor Training Bike Institute, and Earn-A-Bike.
- Select and prepare Bike School participants' bicycles in advance of each program session, approximately nine unique offerings per year (about 90 bikes total)
- Coordinate outreach efforts for BNB Bike School programs, this includes actively recruiting participants that meet our target demographic.
- Serve as primary point of contact between BNB and various Bike School outreach partnerships in the community
- Maintain a fleet of bicycles that are used during Bike School programs to ensure they are safe to ride
- Maintain organization of the Bike School program area so that it is a welcoming and accessible learning environment for all participants and Youth Apprentices with support from the Bike School Mechanic Instructor and bike shop staff. This area includes workbenches, tools, storage of bikes and learning materials.
- Plan ongoing Bike School curriculum - including mechanics, bike safety, and commuting
- Develop teaching demonstration materials to aid and enhance the hands-on learning process
- Track participants progress and complete the required assessments and program summaries in a timely manner

Youth Pathways Support (30%)

- In conjunction with the BNB leadership:
 - Engage with and support the Advanced Mechanics training program during the Q1/winter season
 - Train and supervise a team of up to 10 youth and volunteer apprentices during the school year and up to 15 youth and volunteer apprentices during the summer/winter
 - Provide quarterly evaluations to Youth Apprentices under your supervision
- Work with the Bike School team throughout the year to assess, design and implement training and development for Bike School Youth Apprentices
- Participate actively in weekly 1-on-1 supervision, team meetings; and bi-weekly staff meetings
- Support other Youth Pathways initiatives as needed

Fundraising and Administration Support (10%)

- Ensure upkeep with youth participant and employee data entry in Salesforce
- Maintain accurate schedule and attendance tracking for participants and employees
- Actively contribute to fundraising efforts including the Bike-A-Thon and Building Momentum Breakfast events
- Attend tabling events, volunteer fairs, health fairs, and other events in the community as needed

Typical Work Schedule

School Year

Tuesday - Friday 11:30am-7:30pm

Saturday 9:30am-5:30pm

Summer

Tuesday - Friday 10:00am-6:00pm

Saturday 9:30am-5:30pm

Background & Qualifications:

Below is a list of qualities in an ideal candidate:

- Dedication to the mission of BNB
- 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 staff/volunteer supervision, with the ability to coach, motivate, prioritize, and set clear expectations
- Experience in youth or workforce development; working with youth 14- 18 a plus teens a plus
- Personable and able to work with people from a number of different backgrounds
- Demonstrated ability to support and engage volunteers
- 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
- Self-motivated, resourceful, highly-organized and creative
- Ability to set priorities, manage schedules, meet deadlines, and track the progress of multiple projects simultaneously while maintaining a high-quality of work and strong attention to detail
- Commitment to excellence a must

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 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 Jamaica Plain Hub" and your full name in the subject line. The compensation package is \$45,000 - 55,000/year based on the applicant's qualifications. Additional benefits include - health insurance, paid time off, flexible work schedule, and discount at our bike shop. This position is open until filled. Expected start date is January 23, 2024 or ASAP.

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 39 years old and has an annual budget of \$2.5 million and growing.