

## Bike Library Part-Time Mechanic (20 hours/week)

**Position Title:** Mechanic (Part-Time)

**Reports To:** Executive Director

**Status:** Part-Time, Non-Exempt (20 hours/week)

**Compensation:** \$20–\$22/hour



### Organization Overview

The Bike Library is a volunteer-run community bike project founded in 2004 in Iowa City, Iowa. Our mission is to get more people on bikes by repairing donated bicycles, checking them out to the public, and serving as a hub for bicycle education, access, and community connection.

### Position Summary

The Part-Time Mechanic's primary responsibility is to refurbish As-is and Checkout Bikes. This role focuses on bicycle repair, refurbishment, and safety checks to support the Bike Library's checkout fleet, As-Is bike sales, and earned revenue. The Mechanic works closely with volunteers and staff to ensure bikes meet quality and safety standards while supporting a welcoming, educational shop environment.

This role is ideal for a skilled bike mechanic who wants to focus primarily on wrenching while contributing to a mission-driven, community-centered organization.

### Core Responsibilities

#### 1. Bike Repair & Refurbishment

- Repair and refurbish donated bicycles for the Checkout fleet.
- Meet weekly or monthly bike completion goals set with the Executive Director.
- Maintain consistent quality standards across all bikes leaving the shop.
- Dedicate scheduled, uninterrupted time to focused wrenching each week.

#### 2. Quality Control & Support

- Perform final safety checks on bikes repaired by volunteers or other staff.
- Provide clear, constructive feedback to volunteers assisting with repairs.

#### 3. Education & Skill Sharing

- Occasionally fill in for volunteer skill-building workshops for volunteers.

- Teach using the Bike Library's Hands-Off Wrenching Approach.
- Fill in for programs occasionally and volunteers to build confidence and mechanical independence.

#### **4. Shop Operations Support**

- Help maintain clean, organized workbenches and tool areas.
- Assist with identifying parts and supply needs.

### **Qualifications**

#### **Required**

- Strong mechanical skills and 3+ years demonstrated bike repair experience.
- Comfort working on a wide range of bicycles, including older models.
- Ability to work independently and manage time effectively.
- Commitment to community-centered, inclusive values.

#### **Preferred**

- Experience working in a bike shop, co-op, or nonprofit setting.
- Experience teaching or mentoring others in mechanical skills.

### **Work Environment & Physical Requirements**

- Ability to lift and move bicycles up to 60 lbs.
- Standing, bending, and repetitive hand motions required.
- Occasional evening or weekend hours.
- May be asked to support events or workshops off-site.

### **Benefits**

3 month trial period; Benefits eligible after 1 mth

- 10 paid holidays per year.
- Two “personal days” per year.
- Part-time employees receive pro-rated sick leave benefits based on their FTE; 5 sick days per year.

Please email resume and cover letter to: [audrey@bikelibrary.org](mailto:audrey@bikelibrary.org) to apply.