



Youth Cycling Programs Coordinator

Position Description: The successful applicant for this position will join Reno Bike Project's (RBP's) programming team to deliver and ensure continued success and growth with our Major Taylor Program (MTP). This cycling education program for youth (grades 6-12) combines formal classroom instruction with outdoor lessons and road and mountain bike rides. Through bicycling, we educate youth about physical fitness, nutrition, bike maintenance, setting and meeting goals, cycling safety, and the environmental benefits of bikes. Major Taylor has been delivered as an after-school club, a day camp, and as a PE course for school credit.

This program is an important part of RBP's mission, and the Coordinator will be given increasing amounts of responsibility and have the opportunity to make a lasting positive effect on the health of youth and physical education in local schools as the program expands – our goal is for the program to become ubiquitous through the county. The Coordinator will report primarily to the Program Director and secondarily to the Executive Director. This position offers a large measure of autonomy in day-to-day operations and a strong voice in programmatic decision-making, and also benefits from support by a team of invested, creative, and energetic individuals. RBP believes in and makes an effort to offer professional development opportunities to employees.

In addition to coordinating and facilitating the Major Taylor Program, the Coordinator will take a hand in coordinating the FutureCycle (FC) program, which was developed in response to the needs for job skills training for youth, and qualified employees for bike shops. FC draws on educational elements from the MTP and RBP's Bicycle Repair Class to teach comprehensive ride skills and the basics of mechanics before progressing into an apprenticeship/internship skills-building period, which expands on mechanical and professional/customer service training. The program ultimately prepares participants to gain and succeed at employment in a bicycle shop.

Duties & Responsibilities:

- Adapt existing course materials to use for upcoming classes or camps as needed;
- Perform basic safety checks and spot maintenance on bikes routinely;
- Direct contact with partners; update partners with any schedule or bike changes;
- Use course feedback to inform developments in curriculum and curate goals for subsequent seasons and years;
- Maintain and update an accurate inventory of MTP bicycles and other course supplies;
- Communicate with shop staff and ensure timely maintenance and logging of maintenance on MTP bicycles;
- Work directly with MTP Instructor(s) to identify rides and routes, coordinate van shuttles and bike storage changes, and any other equipment issues or partner issues;
- Work with Program Director to identify and plan partnerships for upcoming seasons, and attend meetings;
- Serve as contact for the Future Cycle (FC) program and coordinate meetings and lessons for the FC youth;
- Work with shop and programs staff to create a schedule and list of tasks for the FC youth;
- Assist with grant writing; and
- Assist with additional RBP programs-related tasks on an incidental basis.

Compensation: \$13/hour. Medical insurance provided by employer.

Schedule: This is a 30-40 hour/week position with seasonal fluctuation according to the programmatic calendar. Instruction is possible during and/or after school hours, M-F, while RBP will operate up to 7 days a week, providing flexibility in schedule for completing other duties. The Coordinator may occasionally be asked to work during weekends and/or evenings.

**Qualifications:**

- Experience with and enthusiasm for serving youth and at-risk populations;
- Ability to successfully balance and prioritize multiple, competing tasks and goals;
- Business writing or grant writing and budgeting experience;
- 1 year non-profit experience preferred;
- Familiarity with basic bicycle maintenance mechanics preferred;
- Bachelors Degree in related field preferred;
- Some customer service and/or managerial experience preferred;
- Must have Drivers License and clean driving record;
- Must be able to pass a background check.

To Apply: Qualified & interested applicants, please submit a cover letter, resume, and list of 3 professional/academic reference contacts (include name, relationship, phone number, email) to genevieve@renobikeproject.com or in person at 541 E. 4th Street. Incomplete applications will not be accepted. All questions related to the interview and selection process may be sent to Genevieve.

Reno Bike Project (RBP) is a 501(c)(3) non-profit community bicycle shop and resource for the Truckee Meadows committed to creating a nationally recognized, cycling-friendly community through education, cooperation and advocacy. Reno Bike Project is an equal opportunity employer and this position is available to all, without regard to race, color, national origin, disability, age, sex, gender, sexual orientation, political affiliation, or religion.