

## **Apprentice Position**

*The Apprentice is responsible for completing the Hub Apprenticeship Program in accordance with the Hub's worker expectations. Upon successful completion of the Apprenticeship Program, the worker may transition into the Hub's service department as full-time staff.*

## **Responsibilities**

- Complete outlined trainings
- Assemble & test ride new bikes
- Have all work double-checked
- Ask questions of other service area staff if you are unsure of procedure
- Maintain the service area's appearance and organization by fulfilling the end of shift checklist (e.g. sweeping, empty garbage and recycling containers, tool organization, etc.)
- Follow Hub's norms and policies
- Attend and participate in service and general meetings

## **Desired Qualifications**

- Organized and detail oriented
- Good communication/people skills
- Ability to prioritize tasks and work independently and efficiently
- Ability to have candid conversations with co-workers and maintain an open and respectful environment
- Motivated individual
- Mechanical Aptitude is a plus

## **Time Expectations**

- Must attend monthly general meetings (2 hours/month)
- Must attend monthly service area meetings (2 hours/month)
- 24 hours/week

## **Compensation**

- \$13.00/hr
- PTO plus the flexibility to request additional unpaid time off
- Employee discounts on bike and product purchases (eligible after 90-days of employment)