



Title: Program Coordinator

Purpose: To plan and implement high-quality bicycle programming for youth

Required Hours: Part Time/Hourly

- School Year: 20-25 hours/week; Tues – Saturday
- Summer: 30-35 hours/week; Tuesday -- Saturday

Compensation: Hourly

Duties and Job Description:

- Coordinate and provide oversight in the delivery of all youth programs, including the Bicycle Mechanic (Green, Apron) Training programs and Education Lab.
- Provide or ensure delivery of advanced apron (Green, Red, Purple, Black) bicycle mechanic training to the Youth Education and Employment Training (YEET) Apprentices.
- Working in collaboration with the Director of Programs and additional Program Coordinators, apprentices, and skilled volunteers to ensure fleet bikes are maintained and Green Apron earned bikes are restored for program participants.
- Work closely with other Freewheelin' staff to ensure that overall operations of the organization function in a coordinated and efficient manner.

Specific Responsibilities include:

Program development and management:

- Ensure that all apron classes are delivered by qualified instructors and that the curriculum is delivered with fidelity.
- Manage program volunteers and youth apprentices during apron courses and open shop.
- Coordinate and collaborate with the Youth Employment Apprenticeship Coordinator to maintain adequate staffing during classes and open shop.
- Upkeep of program data and metrics including student contact information, student attendance, class completion, number of bicycles earned, and other relevant data for evaluation and reporting purposes.
- Identify youth in program who would be good candidates for other programs.
- In conjunction with the Director of Programs and additional Program Coordinators, facilitate the refurbishment of all bikes required for class participants.

Leading Instruction:

- Teach course curriculum while building a healthy classroom dynamic.
- Demonstrate and model patience, problem-solving, initiative, and leadership by practicing observation, active listening, and conversation.

- Cultivate relationships with parents, students, and community members.
- Provide direction to volunteers and youth apprentices to ensure they can effectively assist with the delivery of Apron classes and Bike Lab.

Other Duties:

- Assist with preparation and implementation of the monthly Community Bike Rides for Freewheelin’ youth, their families and the community at large, weather permitting;
- Provide support to the organization’s events, such as Donation Days, Garage Sale Days and Fundraisers.
- Understand and promote Diversity and Inclusiveness
- Additional duties as assigned

Physical Requirements:

- Some lifting up to 50 lbs will be required and the ability to bend, stand, and file
- Must be able to stand for extended periods of time

Work Environment:

- Non-traditional work environment as this role will be working in a warehouse classroom space.

Qualifications:

- Intermediate to advanced knowledge of bike mechanics preferred;
- Experienced with leading and teaching groups;
- Verbal and hands on instructional training;
- Experience working with youth and young adults;
- Familiarity with curriculum development of STEM oriented and industry based concepts;
- Strong verbal and written communication skills, with attention to detail;
- Proficient in Microsoft Office and Office 365;
- Bilingual/Multilingual skills are a plus;
- First Aid/CPR certification is a plus;
- Bachelor’s Degree preferred but not required.

Required:

- Background check and drug screen

Reports to: Director of Programs

Approved by: _____ Date: _____

Acknowledgement of Responsibilities

By signing and dating below, I, _____, agree to the terms of this job description.

Signature: _____ Date: _____