

JOB DESCRIPTION:

Bike Mechanic Instructor

Amount of Time: Part Time (3-10 hours/week)

Occasional evening and weekend hours are required

Salary: \$10.00/hour

Primary consideration will be given to applications received by 02/01/18

Description

This position includes responsibilities directly related to the education of youth in bike mechanic skills and to the technical aspects of bicycling activities. Both tasks require an expert knowledge of bicycle mechanics and a demonstrated ability to work with people of different ages and diverse backgrounds.

Requirements

- Excellent organizational and problem-solving skills
- Ability and experience in planning and facilitating a wide range of programs for youth
- Experience managing multiple tasks and projects simultaneously and working under time constraints
- Commitment to embracing and understanding diversity, inclusion and equity in thoughts, words, and practice
- High attention to detail; ability to create detailed program session plans
- Ability to develop strong, positive relationships with youth and teens, parents, and community agencies
- Outstanding verbal and written communication skills
- Demonstrated ability and aptitude in decision-making skills
- Interest in a healthy lifestyle, including interest in further developing bicycle riding and mechanic skills
- Must be able to pass a reference and criminal background check

Teaching

- Teach bicycle mechanics and safe riding practices using engaging methods and strategies
- Support social skills instruction to youth
- Encourage and model behavioral expectations: Respect, Own your actions, Attitude matters, Discipline, Safety
- Co-facilitate riding, safety, and repair programs in the community for adults, youth, families and volunteers
- Oversee bicycle repairs done by participants and volunteers

Other Duties

- Organize and maintain cleanliness of workshop and off-site programming spaces
- Assist in maintaining inventory of bicycle donations and bike parts
- Assist in leading "Adult Open Shop" by facilitating positive and engaging learning experiences for adults and families
- Attend Earn-A-Bike events, as needed (safety events, fundraisers, volunteer events, etc.)

Teamwork

- Communicate with colleagues regarding programs, youth, and all relevant issues and concerns
- Assist in collecting data for programs (number of youth served, progress in programs)
- Attend professional development skill-building opportunities and weekly staff meetings

To apply please submit the following **application** and a **cover letter** to Destiny Mujica, Program Manager. Destiny@EABASA

PLEASE READ BEFORE COMPLETING APPLICATION

Earn-A-Bike is a nonprofit organization with an important mission: Empower youth lead healthy and active lifestyles. We are most pleased you are interested in applying for this position. Earn-A-Bike is an organization looking for fantastic people. We are a growing organization and we aim to bring **high energy** and **high quality** people to the table. We allow kids to have a lot of fun while they are learning great skills. The bottom line is this: We are committed to facilitating empowering youth bike programs in San Antonio that help young people become more self-sufficient and successful.

Our Guiding Principles:

1. Fantastic Programs!

We need to create programs, classes, and workshops that are fantastic. This means all of these events should be engaging, challenging, and fun.

2. A Great Place to Learn!

Whether you are young or old or somewhere in between, we all need to keep learning and growing. We want this for our participants, our staff, and our volunteers.

3. Balance of Skills!

Understanding a bike, how to use tools, and the technical aspects of repair is critical. However, it is just as important to understand people, how to work well with them, and the human aspects of work, play, and relationships.

4. Strong Relationships!

Successful working relationships are an essential component to our health and success as an organization.

5. Building a Better Bike Culture!

We believe that bicycles are an important part of a vibrant community. They are not only an essential part of a healthy environment, but riding is a great way to stay active, healthy, and strong.

If you think you are a person who is able to work well with a team, teach some serious skills and have some serious fun, and you are committed to giving time and energy to Earn-A-Bike and the people we serve, please fill out this application. We are excited to meet you!

BIKE MECHANIC INSTRUCTOR JOB APPLICATION

THE BASICS			
Full Name (first, middle, last)			
Mailing Address		Social Security Number	
Phone		Email	
Date available to start:		Date of Application	

WORK HISTORY			
1. Last Employer		Position	
Start Date		End Date	
Location		Supervisor Name	
Supervisor Contact Number		Supervisor Contact Email	
Reason for Leaving			
May we contact this employer?			
2. Previous Employer		Position	
Start Date		End Date	
Location		Supervisor Name	
Supervisor Contact Number		Supervisor Contact Email	
Reason for Leaving			
May we contact this employer?			

EDUCATION

	Name	City, State	# of years attended	Did you complete?
High School				
College				
Graduate School or other post-college education				

BIKE BASICS

Do you own a bike?	
What is your experience maintaining your own bike?	
What is your experience in riding bikes?	
What do you love about bikes?	

YOUTH BASICS

What is the best part about working with kids?	
What is the most difficult part?	
In what setting have you worked with young people?	

AVAILABILITY - Please indicate your Spring (February-May 2018) availability with a check-mark.

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
Morning						
Afternoon						
Evening						

Average number of hours you are interested in working per week:	
Do you have any commitments to another employer or school that might affect our employment with us?	
If you were hired, how long would you like to work at Earn-A-Bike?	

SKILLS & SPECIAL QUALIFICATIONS	
Special and unique qualifications:	
Most important skills and talents:	

REFERENCES			
Name	Phone	Email	Years Known
1.			
2.			
3.			

Applicant's Statement of Truth and Accuracy

I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

I agree that any lawsuit brought against Earn-A-Bike and/or its agents arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statutes, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Rights to Sue form the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitation that exceeds this time limit.

If, due to a physical or mental disability, I require an accommodation to perform the job for which I may be selected, I understand that I must give Earn-A-Bike written notice of that need within 182 days after I know or reasonably should have known that an accommodation is needed. Failure to do so may bar me from alleging that Earn-A-Bike has not accommodated me as required by law.

Electronic Signature of Applicant: _____ Date: _____

Equal Opportunity Employer Policy

Earn-A-Bike is an equal opportunity employer, and pledges equal opportunity for all our employees and applicants. All individual employment decisions will be based on the individual's qualifications, performance and effort. Earn-A-Bike does not discriminate against employees or applicants on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, genetic information, age, height, weight, marital status, physical or mental disability, veteran status or citizenship. Earn-A-Bike will, however, only hire those individuals who are legally authorized to work in the United States.

Additionally, it is our intent to provide a workplace that fosters the respect and dignity of each person. To this end, we are committed to maintaining a working environment free of harassment or intimidation. This policy applies to everyone who works at Earn-A-Bike, regardless of position or level of authority.

This policy provides guidance on the type of conduct which constitutes unlawful harassment, including sexual harassment, and also unprofessional conduct which may or may not be unlawful, but is still prohibited. All behavior which fits into these two categories is unacceptable and will result in appropriate disciplinary action. This policy also includes a complaint procedure for persons who feel that they have been subject to unlawful harassment and/or unprofessional conduct.

To apply please submit this completed **application** and a **cover letter**

to Destiny Mujica, Programs Manager:

Destiny@eabasa.org

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