

BICAS Youth Programs Instructor Job Description

Collective Member position

Pay Rate: *\$16.95 increasing to \$18.98 upon one year of successful employment.*

Principle Function: Responsible for youth programs instruction and support.

Estimated Hours: Full Time, 30-40 hrs/week total.

BICAS seeks an energetic, self-directed and collaborative person to join the Education and Youth Programs team of our worker self-directed nonprofit organization. The education committee fosters structured, intentional and comprehensive educational opportunities across the organization for targeted populations as a strategy for building empowered communities with sustainable transportation.

About the role

The Youth Programs Instructor works closely with the Education Coordinator, the Youth Programs Coordinator and the Education Committee to bring the BICAS Youth Earn-A-Bike, Youth Drop-In and Community Bike Club programs to the Tucson community.

This position works remotely and in-person to teach bicycle repair and safe riding techniques, develop curriculum and tools, empower young bicycle riders and mechanics and collaborate in the governance of a nonprofit organization.

We are seeking someone with strong teaching, communication and teamwork skills. The right candidate has experience and passion for working with youth.

YOUTH PROGRAM DESCRIPTION:

BICAS Youth Programs support social/emotional development, goal setting, leadership development, advanced problem solving, teamwork, environmental stewardship, healthy lifestyle choices, and the creation of more bike ambassadors and future safe drivers.

Youth Earn-A-Bike (YEAB) is a bicycle repair course wherein youth develop tangible skills and self confidence as they earn a bicycle, helmet, and lock. . Community Ride Clubs are youth bike clubs led or supported by BICAS staff in partnership with local schools and community centers.

DUTIES & RESPONSIBILITIES

I. Youth Education:

10-20 hrs/wk, more during summer season

- Teaching and co-teaching our on and off-site classes to youth in bike mechanics, safe riding techniques, and team building exercises.
- Develop new or adapt existing curricula to meet the needs of the partnership or public class.
- Develop new tools, methods and materials in collaboration with the Education and Youth Programs committee.

II. Youth Programs Administration:

5-10 hrs/wk

Education Committee

- **Documentation of Attendance and Participants:** Works with the Education and Youth Coordinators to ensure documentation of all workshops and classes are maintained for grant writing and reporting purposes.
- **Scheduling:** Works with the Education Committee to create and follow a regular class schedule, with seasonal adaptations.
- **Registration:** The PC is responsible for class registration in your focus area including online enrollment and contacting registrants and people on the waiting list at least one week prior to the start of classes (with the exception of BMW).
- **Evaluation:** As a workshop instructor, this position is responsible for printing, distributing, collecting and evaluating post-workshop evaluations. Participating in instructor evaluations and program quality assessments.

Community-Building

- Foster relationships with local schools, afterschool youth centers, local bicycle and youth advocacy organizations.
- Act as BICAS' ambassador at youth-related community events.

Advertising/Social Media

- Participates in promoting classes through the BICAS website calendar, Facebook and other media outlets. Work with the Visual Communications Designer to create youth-centered marketing materials, both print and digital.

Grant Writing

- Work with the Fundraising and Development Coordinator to research and apply to appropriate grant funding opportunities for the BICAS youth program.

III. Collective:

Average of 5 hrs/wk, depending on working committee requirements

- Attend and participate in mandatory, twice monthly staff/collective meetings on the first and third Wednesday nights of the month.
- Joins at least 1 standing committee in addition to the Education Committee such as: Shop Committee, Fundraising Committee, Medica Committee, etc.
- Participate in occasional working groups such as: Hiring Committee, Art Auction Committee, Retreat Committee, Peer Review Committee, Grievance & Accountability Committee, and other ad hoc committees.
- Participate in Peer Review processes.

IV. Mechanics:

0 - 15 hrs/wk, depending on season

- **Community Tools Shop Mechanic**

Will be cross-trained as a mechanic and in all customer service shop positions. 0-2 regular shop shifts depending on staff needs may be available. Hours may include subbing/ break coverage and building of floor bikes.

QUALIFICATIONS AND EXPERIENCE:

Required:

1. Personable and self-motivated personality who can work efficiently and effectively on their own, in a group, and one-on-one in a high pressure classroom environment
2. Classroom and group management experience, conflict management, ability to follow developed curriculums, flexible to student needs and invested in multiple learning styles.
3. Strong organizational skills including time management, reliability and follow through.
4. Comfortable riding a bicycle and with basic bicycle handling skills and navigating traffic conditions.
5. Demonstrated ability to work with diverse people while being respectful of sensitivities and differences.
6. Ability to foster an environment of empowerment and cooperation.
7. Strong communication skills including: interpersonal, electronic, and group setting.
8. Ability to work collaboratively with staff and community members.
9. Passion for bikes and bicycling as transportation.

Preferred:

1. Strong foundation of mechanical skills/knowledge
2. Familiar with non-profit or Collective/Cooperative governance
3. Fundraising or grant writing experience

4. Familiarity with google drive, wordpress, content management
5. **Proficiency in English and Spanish**

Working Conditions

- Classes (including set up/clean up) are typically 4-6 hours long.
- Varied schedule with classes - occasional early mornings, weekends, evenings, and especially times when school is out of session (i.e. spring & summer break)
- Hot in the summer and cold in the winter

Pay Rate Policy:

The BICAS staff member has the opportunity to grow in the organization based on personal motivation/commitment. The range of pay is adjusted annually in accordance with Arizona's minimum wage. Staff rate of pay increases by \$.50 cents per hour for every 500 hours worked in an attempt to reward experience, long term commitment, and increased participation in the organization. After one year of employment and a positive review, wages automatically jump from BICAS starting wages to experienced wages, which will also increase annually. [See full text of Equitable Pay Policy here](#). Performance will be Peer Reviewed 90-days after hire and annually in/near the month hired. Former employees, in good standing with BICAS, desiring to return must re-apply for a position at BICAS and if re-hired, will receive the rate of pay they were earning when they left our employ or our entry wage, whichever is higher.

Additional Information:

BICAS is a highly rewarding responsibility for those that work as staff but is often a very demanding job. A successful candidate will be familiar with BICAS bylaws, policies and procedures; have an understanding of and desire to implement the mission and vision and long-term goals of the organization; openness to learning and trying new approaches; ability to work unconventional hours when necessary; ability to work in various locations in greater Tucson and attend various committee meetings throughout the year. Please look through the rest of our website for additional information about us. www.bicas.org

BICAS employees and the volunteer board of directors form the non-hierarchical BICAS collective. The collective is the base for all major decisions regarding the organizations' structure and policies. For this reason it is of the utmost importance that all members participate in the collective process. We use consensus-based decision processes in our Collective meetings. The BICAS collective strives to provide its employees with a living wage based on its current annual budget which is why we need all collective members to be involved with advancing the organization and involved in fundraising activities.

BICAS staff are allowed up to 6 weeks unpaid leave per year as long as leave does not impede shop operations or class scheduling. Staff are required to find their own substitutes for long or

short leave of absence. Longer leave is possible with collective approval but is not acceptable in 2 consecutive years. Staff must work a minimum of 25% of their assigned Shop shifts. BICAS budgets funds annually to provide staff with professional development experiences, such as Bike Bike! Leave overlap is based on seniority. New hires are not eligible for extended leave within 6 months of hire date. Unapproved leave of 60 days is considered job abandonment.

This position requires awareness and passion about social and environmental sustainability, local economics and bicycle mechanics, cooperative involvement and collective decision making.

Operating a bike project to these standards in an institutional environment and larger community takes tenacity and passion. Successful candidates will be experienced organizers who are interested in working hard and being flexible in order to get things done. This position requires representing and advocating for BICAS in the greater Tucson area.