

Job Title: Education Coordinator/Collective Member

Type: Full Time Non Exempt

Principle Function: The BICAS Education Coordinator oversees all aspects of the education programs including: creation and implementation of classes, scheduling, promotion, registration, documentation of attendance and participants, maintaining communication, evaluation, and documenting finances.

The Education Coordinator is responsible for the following activities & is allocated up to 12 paid hours per week to engage in them:

- Preparing agenda and facilitating education committee meetings in conjunction with the youth coordinator once a month
- Preparing schedule for classes and updating the website with current class schedule
- Maintaining education email, responding to inquiries
- Meeting with the fundraising coordinator to plan goals and grants
- Training new classroom instructors
- Instructing classes
- Attending bike club for kids on wednesday afternoons with the youth coordinator
- Recording and analyzing program metrics
- Reviewing program financials

Collective Duties & Responsibilities:

- Attend and participate (including regular facilitation, note-taking, and snack bringing) in mandatory, twice monthly collective meetings on the first and third Wednesday nights of the month
- Participate in monthly Shop Committee meetings.
- Participate in monthly finance Committee meetings.
- Work at least one full 8 hour shop shift per week
- Engage with other BICAS coordinators, staff, and committees to facilitate collective governance.
- Occasionally join temporary working committees such as: hiring, art auction, & others
- Participate in annual self reflection process

Average Expected Weekly Hours Break-Down	32-40
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Education coordination	5
Instructing Classes	4
Bike Club	4
Collective & Committee work/meeting	4
Bike Refurbishment including Floor Bikes, Ready to Rides and Class Bikes	4
Training and Development (teaching or learning)	3
Shop shifts / covering open shifts	8 to 16

Working Conditions

- Shop hours: Wednesday through Sunday, 11:00 am to 6:00 pm
- Must be available 1 weekend shift per week
- Hot in summer and cold in winter

Qualifications

- Demonstrated work experience in education
- Preferred demonstrated work experience in bicycle maintenance
- 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 customer service environment
- Ability to multi-task and balance several customers simultaneously
- Ability to work with a diverse population while observing sensitivities and differences
- Ability to foster an environment of empowerment and cooperation
- Desire to learn and teach
- Passion for bikes and bicycling

Education

- Preferred U.S. High School graduate or equivalent

Knowledge/Skills/Abilities

- Bicycle repair and maintenance
- Computer literacy : Gmail, Google documents, Google sheets & Google drive
- Consensus-based decision making
- Ability to communicate technical information to non-technical audiences, including novice and/or distressed users
- Strong Communication skills: interpersonal, electronic, and group settings
- Spanish fluency strongly preferred