Instructor – Neighborhood Bike Works

Neighborhood Bike Works (NBW) is a nonprofit organization that provides educational, recreational, and career-building opportunities for urban youth in underserved neighborhoods in greater Philadelphia through bicycling; it also promotes cycling as a healthy, affordable, environment-friendly form of transportation. Through its two sites in Philadelphia, NBW provides after school and summer programming to youth, and space for adults to utilize bicycle tools and equipment during Adult Repair Cooperative hours. In addition, NBW’s North Philadelphia Bike Shop hosts a full retail bicycle shop open five days per week.

Position Summary: NBW is seeking Instructors for our Freedom to Ride (FtR) program from October 2014 – November 2015. FtR is a weekly after-school programs and bicycle outreach events in communities year-round. The after-school program is a 10-week program in which middle and high school youth will learn bicycle repair through our Earn-A-Bike curriculum, refurbish a used bicycle, and go on bike rides to nearby landmarks and outdoor spaces in west and southwest Philadelphia. Outreach activities include community events that will engage children and family members in bicycle safety and riding. The FtR Instructor is primarily responsible for teaching classes directly. S/he will serve as a mentor to youth and will need to incorporate positive engagement in their everyday work with participants. Candidates should have experience working with youth and willingness to learn bicycle mechanics. Knowledge in basic bicycle repair is a plus.

Reports to: Freedom to Ride Program Team and Program Director

Dates: We are hiring for a few positions to start between October 2014 – April 2015. Training will be offered several weeks before program start dates. Programs start in January 2015 and run through November 2015.

Schedule and Hours:
20 hours per week
Afterschool classes are typically Monday through Thursday 3:00 – 6:30 pm
Office and Administrative Time: Flexible with weekly scheduled meetings

Responsibilities:
• Teach bike repair classes and bike safety lessons according to the Ride Club and Earn-A-Bike curriculum for groups of 12 youth in middle and high school
  o Exude a positive attitude and set the tone for a fun and exciting class experience
  o Lead classes on bike mechanics and bike riding, using NBW’s core curriculum and integrating activities, games, and bike rides into each course series to encourage participation and engagement of all youth
  o Model and teach bike safety rules including but not limited to wearing a helmet and adhering to rules of the road for cyclists
  o Ensure the safety of all youth on bike rides and in the shop, and make sure that each Earn-A-Bike is completed and safety checked before the class concludes

• Manage program planning and implementation for each class session
  o Manage class recruitment, enrollment, application, and other paperwork to ensure that each session is filled with 12 youth, with support from FtR Program Team
Communicate with parents via phone and email regarding class details and start dates, child’s progress/behavior

Other administrative tasks as necessary to support class enrollment

- Supervise and engage program volunteers by providing them with tasks, support, and oversight
  - Communicate with NBW’s Outreach Coordinator about volunteer needs, and assist with training and oversight of new volunteers
  - Follow-up with volunteers to keep them engaged and involved throughout the year

**Qualifications:**

- This position requires a highly organized, self-motivated, reliable, professional, people person
- Youth work or education experience required. Candidates should be able to demonstrate ability to work with diverse groups of youth.
- Knowledge in bicycle mechanics strongly preferred. We will provide training!
- Must be able to ride a bicycle and guide youth on bike rides safely and confidently
- Be able to lift up to 50 pounds
- Excellent personal communications skills both written and verbal
- Sense of humor
- Computer skills (Microsoft Word and Excel) required
- Successful passing of PA State Police Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Clearance required
- High school degree or equivalent strongly preferred

We are an Equal Opportunity Employer and actively seek staff who reflect the community we serve. Candidates of color are encouraged to apply.

**To Apply:** Please email a resume and cover letter to Liz Pisarczyk at jobs@neighborhoodbikeworks.org. Please include in your cover letter your experience and knowledge of bicycle repair (even if it’s minimal). Please use Microsoft Word attachments including your name and “Instructor” in the subject line. Please check our website for more information on NBW at [www.neighborhoodbikeworks.org](http://www.neighborhoodbikeworks.org) prior to applying.