

Job Description: Summer Programming Assistant
Community Bicycle Center

Job Title: Summer Programming Assistant

Supervisor: Program Director

Employment Status: Exempt

General Description:

The Summer Programming Assistant will be tasked with assisting the Volunteer and Program Director in facilitation of all programming activities during the summer months including but not limited to: Earn-a-Bike programming (EAB), summer bike rides (road and mountain), and “Bike Doctor” programming. In addition, the Summer Programming Assistant will assist with volunteer management, youth data collection, and assist with the facilitation of the free lunch program.

Essential Job Duties:

1. Assisting, and at times leading with daily bike shop operations and cycling adventures.
2. Assisting children & youth learning bike repair/maintenance skills.
3. Collaborating with staff to support youth programs and volunteer activities.
4. Ensuring the set-up and take down of off-site direct service programs (i.e. Bike Doctor).
5. Assisting in the maintenance of clean and functioning facilities with equipment through minor cleaning and routine maintenance.
6. Serve as an agent in fulfilling the CBC mission and exemplify the core values of caring, honesty, respect, responsibility, safety and learning.
7. Effectively communicate with the executive director, volunteer and program director, other co-workers, volunteers, guardians, participants and the Board of Directors.
8. Ensuring programs and services are of the highest quality meeting the needs of our constituency.
9. Ensuring compliance with all CBC Risk Management Protocols, as well as any state licensing and permitting requirements.
10. Completing accident/incident and behavioral reports; as well as communicating with parents/guardians in a timely manner on these issues.
11. Maintaining lines of communication with parents and members on a daily basis through open communication.
12. Providing feedback to improve the effectiveness of programs.
13. Participating in professional development activities.
14. Participating in individual and group supervision.
15. Attends CBC team functions including but not limited to meetings and special events.
16. Perform all duties deemed appropriate by the Program and Executive Director.

Physical Demands/Hazards:

The employee must regularly bicycle up to 20 miles on a tandem bicycle, mountain bike, or road bike.

The position requires sitting, standing, walking, cycling, bending, pushing, and pulling.

The position requires contact with members, families, facility staff, and the general public.

The position requires use of a VDT (Visual Display Terminal).

The employee must regularly lift and /or move up to 10 pounds, and occasionally lift and/or move up to 25 pounds.

Required Job Skills:

Ability and patience to work with kids and volunteers.

Knowledge of Maine bicycle laws, Rules of the Road, and group ride leadership and risk management skills.

Basic bike mechanic skills.

Effective oral and written communication skills.

Proven ability to work effectively with board members, employees, colleagues, donors, and volunteers.
Strong interpersonal skills.
Organizational skills with an attention to detail.
Computer skills and working knowledge of Microsoft Office products.

Education/Experience:

Experience with direct service youth programs and membership.
Experience in developing and training staff and volunteers.
Proven ability to recruit and stimulate active involvement in all areas of CBC programming.

Employee Signature Date

Executive Director Signature Date

Date Reviewed/Revised: 05/15/2017