



**Job Title:** Bicycle Coalition Youth Cycling Program Coordinator

**Status:** Non Exempt, Full Time

**Salary:** \$37,000-\$42,000 + benefits

**Expected Start Date:** 11/15/21

### **PURPOSE AND GENERAL DESCRIPTION**

The Bicycle Coalition of Greater Philadelphia (BCGP) Program Coordinator supports the operations of Bicycle Coalition Youth Cycling (BCYC), a youth program that fosters healthy habits, independence, and leadership in Philadelphia youth through the sport of cycling. The Program Coordinator supports all major administrative, operations, logistics, and implementation of BCYC Programming under the leadership of the Program Manager, which includes but is not limited to: student recruitment, event planning, bike inventory management and basic maintenance, and volunteer coordination. The BCYC Program is part of the Bicycle Coalition of Greater Philadelphia's education department and builds entry level to advanced competitive cycling skills with its teams through the progressive program tiers and embraces pillars of positive youth development through sport to inspire and nurture the growth of the whole athlete.

### **REPORTING RELATIONSHIPS AND WORK ENVIRONMENT**

#### **BCYC Program Coordinator**

- Reports to the BCYC Program Manager.
- Works primarily out of the BCGP Education headquarters @ the Education Center/ Sedgley Porter House office as well as on site where programs operate (West, Northwest, and North Philly as well as event sites across the region).
- Works outdoors and on weekends and evenings as needed, especially from March – August.

### **DUTIES AND RESPONSIBILITIES**

There are many moving parts to Bicycle Coalition Youth Cycling including coordination with sites, managing a team of coaches, inventory management, volunteer recruitment, communicating with parents, raising money for the program, and most importantly, supporting the youth athletes.

## **BCYC Program Coordination**

### **Student Recruitment & Partner Site Management**

- Work with site support staff to promote our programs at partner sites throughout the city, ensuring Core teams are filled with 10-15 students in the spring and summer.
- Support coaches and the program manager in nominating and implementing All Star testing.
- Participate in Core and All Star programs 2-3 times a week to mentor coaches and build relationships with athletes and staff alike.
- Maintain relationships with athletes, parents, and coaches to ensure strong participation.
- Keep organized and up-to-date files as well as accurate records of paperwork and participation of youth, partner sites, and coaches.

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## **Lead Youth Programming & Event Coordination**

- Sub for and mentor coaches in leading safe and enriching cycling practices at any of our Core or All Star sessions.
- Gather curriculum and facilitate programming for our leadership programs such as homework help, and Youth Advisory Committee.
- Coordinate details such as food, routes, timing logistics, and locations for Core and All Star events.
- Promote these events to athletes and parents through social media, flyers, phone calls, etc.
- Manage travel logistics, race registration, meals, and budget for All Star team races and events during the summer and fall.
- Work with coaches, athletes, and parents to provide detailed itineraries at least 2 weeks in advance of each field trip that requires vehicular travel.

## **Program Development & Volunteer Management**

- Assist the Program Manager and Development Team with donor cultivation, sponsorship and events.
- Support implementation of social media plans and campaigns.
- Support stewardship of donors and sponsors with photos, updates, and gratitude.
- Recruit volunteers through regularly updating volunteer opportunities on a sign up log and matching interested applicants to available opportunities.
- Conduct small volunteer trainings when new volunteers come aboard outside of coach training season.
- Support, manage, and celebrate volunteers.

## **BCYC Program Culture-Building**

### **Uphold BCYC's Commitment to Racial, Economic, Gender, Sexuality and Ability Justice, Access, and Safety**

- Create and uphold a culture of safe space and identity celebration at our cycling sites through mentorship, coach training, and resource sharing.
- Support our youth leaders in connecting their work and our resources within BCYC to social justice movements they are passionate about.
- Use your platform and resources as a BCGP employee to advocate for social issues we value.

## **Bike Fleet Management**

### **Bike Maintenance & Inventory Management**

- Keep an active fleet log noting location, status, and rider of all bikes in the fleet. Regularly input data and maintain organized files, Salesforce database and Google Drive.
- Assess and repair basic mechanical problems on a variety of bicycles.
- Coordinate with part-time Bike Mechanic to fix larger repairs, implement winter core bike overhauls, and oversee a well-stocked and operational bike shop space.
- Assure sites have appropriate materials and equipment in advance of season start.
- Transport bikes and inventory via cargo van to sites, storage, bike shop partners, etc.
- Manage bike inventory process, including storage and ordering tools and components.
- Conduct site visits during the spring and fall to offer inventory drop offs and Core bike tune-ups.
- Host All Star drop-in maintenance days to repair bikes that remain in youth's possession year round.
- Close down sites at the end of each season and account for all BCYC inventory.
- Co-manage BCYC and shared space with Schuylkill Navy at new Education Headquarters Space.

## **QUALIFICATION AND SKILLS**

There are many moving parts to Bicycle Coalition Youth Cycling including coordination with sites, managing a team of coaches, inventory management, volunteer recruitment, communicating with parents, raising money for the program, and most importantly, supporting the youth athletes. The ideal candidate for the BCYC Program Coordinator role is someone who has a passion for and experience with both biking and investing in youth. BCYC is a multifaceted program by nature, and as such requires a dynamic individual. We aim to hire a coordinator that has experience and competence in most of the following areas, and an ability and interest in learning and growing into the remaining areas:

### **ESSENTIAL QUALIFICATIONS**

The candidate should have the following qualifications:

- A commitment to the Bicycle Coalition's mission: to make bicycling safe and fun for anyone who wants to ride in the Philadelphia region.
- Ability to communicate comfortably and effectively with people of all ages, abilities, cultural groups, economic status or sexual orientation.
- Ability to write and speak in a professional, friendly and accurate manner.
- Strong organization and communication skills, including attention to detail and prompt email and phone response time.
- Flexibility and resourcefulness during unexpected challenges are both keys to success.
- Experience bicycling, walking and/or using public transportation in Philadelphia.
- Willingness to travel in any Philadelphia neighborhood via bicycle.
- Commitment to following traffic safety laws and using all appropriate safety gear including helmet, lights, etc.
- Proficiency in Google Suite and virtual meeting platforms such as (Zoom, WebEx, and GoToMeeting) as well as the ability to learn new systems including Salesforce.
- Basic to Intermediate level of experience with bicycle repair. A willingness to learn may be substituted for this experience.
- Willingness to adhere to all COVID-19 precautions.

### **DESIRABLE QUALIFICATIONS**

Candidates with these qualifications will be prioritized:

- Existing relationships with diverse Philadelphia cycling communities, schools, neighborhood associations, community groups, etc.
- Previous non-profit, community organizing, and/or youth development experience.
- Familiarity with youth development and education.
- Experience with cycling as a sport, competitive or otherwise.
- Event planning and promotion experience.
- Valid Driver's License.
- Experience with the Salesforce database and or the willingness to learn.
- A professionally-aligned appearance and manner when meeting with stakeholders. The Bicycle Coalition fosters a casual and expressive office environment and welcomes casual attire in the workplace.
- **Individuals who identify as Black, Indigenous, or Person of Color strongly encouraged to apply.**

## HOW TO APPLY

All interested candidates should send the following to [search@bicyclecoalition.org](mailto:search@bicyclecoalition.org)

- An up-to-date resume (no longer than 2 pages).
- A 1-page cover letter explaining why you are interested in working at BCGP and what makes you a good fit specifically for the BCYC Coordinator role. Be sure to relay your story in addition to your professional attributes.
- Three professional references.
- Clearances will be requested as the hiring process proceeds.
- Email subject should read: “[last name] BCYC Coordinator Application”.
- Applications will be accepted and reviewed on a rolling basis.
- **Applications received by October 11, 2021 will be prioritized.**

We thank all applicants; we will contact only those selected for an interview.

*The Bicycle Coalition is committed to building a staff that matches the diversity of the communities we serve, and strongly encourages people of color to apply. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.*