



JOB TITLE: Bartram's Garden Bike Hub Manager

APPLICATION DEADLINE: March 16, 2022

JOB TYPE: Temporary/ Seasonal: March 26 - November 27, 2022

COMPENSATION: \$18-20/hour, 8-10 hours a week

PURPOSE AND GENERAL DESCRIPTION

In Partnership with Bartram's Garden, BCGP's bike hub supports the growth of biking culture with SouthWest Philadelphia residents through free bike rentals, Learn to Ride Classes and Beginner Rides for kids, adults and families. As the Circuit Trail expands and the Swing Bridge is planned to be complete in 2022, our partnership with Bartram's Gardens aims to increase access and usage of the Circuit Trail and Swing Bridge for SouthWest Philadelphia Residents.

DUTIES AND RESPONSIBILITIES

The Bike Hub Manager will manage the bike hub at Bartram's Garden including the following:

- Teach Classes: Teach Learn-to-Ride Classes for kids and adults (BCGP will provide training on how to lead these classes successfully)
- Lead Beginner Rides: Lead beginner group rides on the Bartram's Garden bike path including basic bike safety tips to ensure a safe ride.
- Manage Bike Hub: Manage fleet of bikes, basic bike maintenance and manage free bike rental process.
- Manage Volunteers: Manage 1-2 volunteers each week to support the bike hub, classes and rides.
- Manage Data Collection: Manage data collection system and reporting on a weekly basis.

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 effectively with people of all ages, abilities, cultural groups, economic status, or sexual orientation and present information to and engage large groups with humor and enthusiasm.
- Experience teaching others and basic bike maintenance skills.
- Ability to be persistent, professional while teaching classes and managing the bike hub.
- Commitment to following traffic safety laws and using all appropriate safety gear, including

1500 Walnut Street, Suite 1107, Philadelphia, PA 19102-3506 P: 215-BICYCLE F: 267-909-8726



helmets, reflective material, etc.

- Must be willing to lift upwards of 30 lbs.
- Willing to learn: We will provide training on how to teach classes.
- Must have availability on Saturdays, occasional Sundays and 1 afternoon a week.
- **Individuals who identify as Black, Indigenous, or as a Person of Color are strongly encouraged to apply.**

HOW TO APPLY

All interested candidates should send a resume and cover letter to Search@bicyclecoalition.org. Applications received by March 16th will be prioritized.

- An up-to-date resume
- An Email explaining why you are interested in working at BCGP and what makes you a good fit for this role. Be sure to relay your story in addition to your professional attributes.
- References and clearances will be requested as the hiring process proceeds.
- Email subject should read: “[last name] Bike Hub Manager application”.

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

The Bicycle Coalition is committed to providing equal employment opportunities for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex, or age.