



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

**Start Date:** August/ Flexible

**Salary:** \$70,000

**Benefits:** The Bicycle Coalition's Core Values include "Pursue Balance" and "Have Fun"! We know the road to victory is long. We will balance work while having plenty of time for family, friends, and joyful bike rides. In order to reach that goal we offer the following:

- Hybrid & Flexible Work Schedule: Our full team is currently expected to work in office Tuesday through Thursday with the option to work remotely on Monday and Friday.
- Generous PTO (10 days per year), Vacation (15 days a year for new employees, increases to 20 days a year after 2 years) and Paid Holidays (13 days). In addition, the office is closed and everyone is off for 1 week at the end of December.
- Health and Dental Insurance
- Employer-matched Retirement

## **PURPOSE AND GENERAL DESCRIPTION**

The Bicycle Coalition Youth Cycling (BCYC) Program is part of the Bicycle Coalition of Greater Philadelphia's (BCGP) education department. The program works with youth ages 12 to 18 throughout Philadelphia in building healthy habits, leadership, and independence through the sport of cycling. BCYC builds entry level to advanced competitive cycling skills with its teams through progressive program tiers and embraces pillars of positive youth development through sport to inspire and nurture the growth of the whole athlete. The Bicycle Coalition Youth Cycling (BCYC) Program Director is responsible for supervising the development and successful implementation of the BCYC Program. BCYC youth attend schools across Philadelphia and are predominantly youth of color who bring diverse cultural and linguistic backgrounds. Additionally, a mix of girls, boys and non-binary youth join our cycling teams. BCYC works to have our staff and coaches reflect the diversity of identities and experiences that our youth bring.

## **REPORTING RELATIONSHIPS AND WORK ENVIRONMENT**

- Reports to the Executive Director.
- Supervises and works in close collaboration with the BCYC Coordinator.
- Works primarily out of the BCGP Education Center on Lemon Hill as well as on site where programs operate (West, Northwest, and North Philly as well as regional events)
- Works outdoors and on weekends and evenings as needed, especially from Mar-Aug.

## **DUTIES AND RESPONSIBILITIES**

### **1. Program Management and Event Planning**

- Manage all aspects of BCYC: Spring Core Program, Summer All Star Teams, Fall Core and All Star Program, Year-Round: Scholarship and Mentorship Program, Youth Advisory Council.
- Oversee Core site activation of 10+ school and neighborhood cycling teams, including, student recruitment and engagement of 125+ youth, coach placement, and scheduling.
- Manage program budget; ensure programming is in line with the program's budget and strategic plan goals.



- Plan and execute annual events including a Time Trial, Criterium Race, Fun Day
- Review and update coaching manuals and curriculum to prepare teams for successful program continuity.
- Collect and analyze impact management data such as attendance, pre/post surveys and evaluations.
- Plan, oversee, and chaperone All Star events, races, and field trips in collaboration with All Star Coaches.
- Work with the Director of Finance and Operations to ensure coaches and volunteers adhere to clearance and HR requirements.
- Serve as an advocate for and protector of the youth in the program by fostering a culture of safety, accountability, and appropriate boundaries among coaches.
- Plan and adhere to deadlines surrounding administration of the program.
- Manage the BCGP Education Center, ensuring it is running effectively as an accessible, positive, and productive environment for All Stars and BCGP community.

## **2. Staff Management**

- Manage the full-time BCYC Program Coordinator.
- Recruit and hire 20+ qualified coaches to staff all Core and All Star programs.
- Design and conduct coach training sessions at the launch of each season.
- Supervise and support coaches through on-site coaching mentorship and calls.

## **3. Youth Leadership Development**

- Continue to develop the BCYC Leadership Ladder, including reinstating the Youth Advisory Committee, All-Star Team and related youth development opportunities.
- Recruit Youth Advisory Committee (YAC) members each year and lead regular meetings to elevate the youth voice in BCYC programming while mentoring youth.
- Generate a diverse set of opportunities for All Star athletes to grow their leadership potential through rebuilding programming.
- Manage and coordinate annual renewal of Scholarship Mentors, contracts and awards.

## **4. Program Development**

- Lead visioning, goal setting, and strategic planning for program evolution and growth in collaboration with youth stakeholders and community.
- Deliver presentations and reports about the BCYC Program to a variety of audiences
- Be part of the team that implements donor cultivation, sponsorship and events.
- Make regular contact with donors and sponsors with photos, updates, and gratitude.
- Assist Deputy Director with grant writing and reporting.
- Maintain BCYC communications and marketing channels, such as Facebook and Instagram, monthly newsletter.

## **ESSENTIAL QUALIFICATIONS**

There are many moving parts to the Bicycle Coalition Youth Cycling Program; we are looking for someone who brings:



- **Cycling Experience:** A passion for cycling and experience with cycling as a sport, competitive or otherwise.
- **Youth Development Experience:** Familiarity with youth development and education best practices and/or previous non-profit, community organizing, and/or youth development experience. Experience leading youth development programming for predominantly youth of color.
- **Organization/Program Management Skills:** superior organization and communication skills, including attention to detail and prompt email and phone response time. Flexibility and resourcefulness during unexpected challenges are also key.
- **Team/ Group Management:** The program's success relies on a Director with natural leadership skills. Strong candidates will have experience managing others, be comfortable making decisions and leading team meetings and training sessions. The BCYC Director will set the tone for interacting with youth, including how coaches manage and hold youth accountable and how youth voice is incorporated into decisions.
- **Strategic Vision:** Beyond the day-to-day operations, we are looking for a leader who can set a vision for BCYC's future and help develop the means to make that vision a reality. This person will help guide the future of BCYC and implement the collaboratively created goals with the support of the BCYC community.
- **Strong Communication Skills:** Ability to communicate comfortably and effectively with people of all ages, abilities, cultural groups, economic status or sexual orientation and ability to write and speak in a professional, friendly and accurate manner.
- **Additional Skills:**
  - Commitment to following traffic safety laws and using all appropriate safety gear including helmet, lights, etc.
  - Proficiency with Google Suite.

## HOW TO APPLY

Please 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 Bicycle Coalition Youth Cycling Program Director 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] BCYC Program Director Application".
- Applications will be accepted and reviewed on a first come first serve rolling basis. **Applications received before July 21st 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.*