Major Taylor Program Coordinator

**Position Description:** The successful applicant for this position will join Reno Bike Project’s programming team to deliver and ensure continued success and growth with our Major Taylor Program. This cycling education program for youth (grades 6-12) combines formal classroom instruction with outdoor lessons and road and mountain bike rides. Through bicycling, we educate youth about physical fitness, nutrition, bike maintenance, setting and meeting goals, cycling safety, and the environmental benefits of bikes. Major Taylor has been delivered as an after-school club, a day camp, and as a PE course for school credit.

This program is an important part of RBP’s mission, and the MTP Coordinator will be given increasing amounts of responsibility and have the opportunity to make a lasting positive effect on the health of youth and physical education in local schools as the program expands – our goal is for the program to become ubiquitous through the county. The Coordinator will report primarily to the Program Director and secondarily to the Executive Director. This position offers a large measure of autonomy in day-to-day operations and a strong voice in programmatic decision-making, and also benefits from support by a team of invested, creative, and energetic individuals. RBP believes in and makes an effort to offer professional development opportunities to employees.

**Duties & Responsibilities:**

-Adapt existing course materials and use to lead four weeklong summer day camps;

-Create lesson plans, and instruct Major Taylor P.E. courses using curriculum aligned to National Physical Ed Standards;

-Instruct students in basic bicycle maintenance and repair, and perform basic safety checks on bikes;

-Engage students in the Program & encourage enthusiasm about cycling;

-Use course feedback to inform developments in curriculum; and prepare session reports highlighting achievements and setbacks, status of goals, partnering organizations and sponsors, and goals for next quarter;

-Maintain and update an accurate inventory of MTP bicycles and all necessary course supplies;

-Communicate with shop staff and ensure timely maintenance and logging of maintenance on MTP bicycles;

-Plan, map, and catalogue safe ride routes up to 30 miles;

-Work with Program Director to identify and plan for potential partnerships for upcoming seasons, and attend all MTP meetings; and

-Assist with additional RBP programs-related tasks on an incidental basis.

**Compensation:** DOE

**Schedule:** This is a 30-40 hour/week position with some fluctuation according to the programmatic calendar. Instruction is expected during and/or after school hours, M-F, while RBP will operate 7 days a week, providing flexibility in schedule for completing other duties. MTP Coordinator may occasionally be asked to work during weekends.

**Qualifications:**

-Experience with and enthusiasm for educating youth;

-Passion for serving at-risk populations;

-Thorough understanding of current Nevada road and cycling laws as well as bicycle safety;

-Experience writing and teaching standards-aligned curriculum, and with current National and Nevada Phys. Ed. Standards preferred;

-Familiarity with basic bicycle maintenance mechanics preferred;

-Experience as a regular bicycle commuter preferred;

-Knowledge of the Truckee Meadows area, especially from the seat of a bicycle preferred;

-Degree in education or curriculum development, or other related degree, preferred;

-Must be CPR/First Aid certified or willing to obtain certification before beginning instruction; and

-Must be able to pass a background check before beginning instruction.

**To Apply:** Qualified & interested applicants, please submit a cover letter, resume, and list of 3 professional/academic reference contacts (name, relationship, phone number, email) to genevieve@renobikeproject.com or in person at 541 E. 4th Street. Incomplete applications will not be accepted. All questions related to the interview and selection process may be sent to Genevieve.

*Reno Bike Project (RBP) is a 501(c)(3) non-profit community bicycle shop and resource for the Truckee Meadows committed to creating a nationally recognized, cycling-friendly community through education, cooperation and advocacy. Reno Bike Project is an equal opportunity employer and this position is available to all, without regard to race, color, national origin, disability, age, sex, gender, sexual orientation, political affiliation, or religion.*