



## FutureCycle Mechanic-In-Training

**Position Description:** FutureCycle is a job skills training program utilizing Reno Bike Project as a setting to teach youth the skills needed for a lifetime of employment. Interns will work as Mechanics-In-Training and will learn bike maintenance and repair as well as perform a wide range of shop activities.

This is not your typical mechanic position, nor a typical shop. You will assist with a wide scope of activities and will be required to wear many different hats in a fast-paced work environment. Our shop serves bicycle hobbyists, college students, Reno's homeless population, and others. We repair their bicycles, answer questions, and provide general customer service. Repairs on customers' bikes represent us as a bike shop, so any repair must be completed to the best of your ability and the highest standards. We repair bikes of all varieties and ages.

Aside from operating a full service repair shop, our organization is committed to helping people learn bicycle repair/maintenance; eight public workstations are available during open hours for the public to utilize our tools and knowledge in order to repair their own bikes. People from all walks of life and skill levels use our shop and sometimes that can be a challenge. Patience and a good attitude are mandatory attributes. If you don't deal with people well, do not apply. If you enjoy helping people one-on-one, and wish to help provide our community with a valuable resource, this might be the job for you. Working at Reno Bike Project is an opportunity to join a close-knit group of motivated individuals who, daily, make a substantial impact on the cycling community in Reno through education and by encouraging cyclists to be self-reliant, motivated, and knowledgeable.

**About Reno Bike Project:** 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. We achieve our mission by:

- Making cycling more accessible to the public through recycling and recirculation of used bikes into the community at affordable prices.
- Encouraging self-sufficiency by holding bike mechanics workshops and by providing a space for community members to repair their own bicycles rather than incur maintenance costs.
- Encouraging bicycle activism by promoting and producing cycling related events for a variety of audiences.
- Advocating for cycling rights and cycling growth in the Truckee Meadows by working with public officials and other organizations that are key players in transportation planning.
- Complementing other local groups to encourage youth safety and cycling-related arts and culture, and contributing to Reno's continual growth as a diverse and vibrant community.
- Keeping an open mind to all cycling needs and ideas and helping to facilitate positive growth.



### **Duties & Responsibilities:**

The following reflects management's definition of essential functions for this job but does not restrict the tasks that may be assigned. Management may assign or reassign duties and responsibilities at any time in order to provide reasonable accommodation or for other reasons. You will be taught these tasks and expected to complete them independently by the conclusion of your FutureCycle position:

- Perform bicycle repair, maintenance, and walk-in services on customers' bicycles as needed;
- Deliver professional, accessible, and helpful customer service to a diverse customer base;
- Support daily bike shop operations;
- Responsible for properly taking in all service work including correctly filling out service work orders, scheduling an appropriate amount of repairs and completing those repairs in a timely manner;
- Advise and assist customers with their product selection without bias;
- Develop and maintain knowledge and expertise of all merchandise in the shop to effectively assist customers with accurate information;
- Assist with bike sales and any other bike floor duties as needed;
- Maintain a clean and safe workplace
- Help with shop maintenance and construction projects; and
- Perform other duties as assigned by the bike shop manager.

**Compensation:** \$8.25/hr

**Schedule:** Up to 20 hours/week. Program dates are 7/5/17-10/18/17

**Qualifications:** Desire to develop:

- Excellent mechanical skills;
- Strong customer service skills;
- A self-directed, energetic, flexible and personable attitude;
- Excellent organizational skills;
- The ability to work both independently and as part of a team;
- The ability to multi-task in a fast paced environment; and
- The ability to work some weekends and holidays to support business needs.

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

*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.*