

## Major Taylor Program Instructor

**Description:** This position will join Reno Bike Project's programming team to deliver and help ensure continued success of our Major Taylor Program. The Major Taylor Program Instructor is responsible for formal instruction in the classroom as well as for leading rides off-site and ensuring safe behavior. The Instructor may have opportunities to gain hours, on an incidental basis, by participating in community cycling outreach and education or at events hosted or supported by RBP. The Instructor will work closely with the Youth Programs Coordinator, and report primarily to the Program Director and secondarily to the Executive Director.

### **Primary Duties:**

- Instruct Major Taylor course sessions, following curriculum provided by Reno Bike Project;
- Instruct students in basic bicycle maintenance and repair, and perform basic safety checks and adjustments on bikes;
- Engage students in the Major Taylor Program & in cycling, with cycling safety as top priority;
- Plan, map, and catalogue safe ride routes from 5-30 miles;
- Responsible for all necessary preparation for classes including lesson plan review & organization, making copies of handouts, gathering/prepping materials, and choosing a ride route;
- Submit course feedback to support developments in curriculum and contribute to session report summaries;
- Assist in keeping an up-to-date inventory: this includes communicating with Program Coordinator about supplies used and bicycle maintenance needs;
- Attend all assigned classes and related meetings.

**Supervisor:** Genevieve Parker, RBP Program Director.

**Compensation:** \$12/hour

**Schedule:** This is a 15-hour/week seasonal position, with training beginning the third week of March, and instruction beginning March 26 and concluding June 22. Position may resume in August 2018, with potential for expanded hours, dependent on positive performance review. Instruction is expected during and after school hours, M-F. Instructor may occasionally be asked to work over weekends or to substitute classes as needed.

### **Qualifications:**

- Experience with and enthusiasm for educating youth;
- Ability and desire to educate at-risk populations;
- Thorough understanding of current Nevada road and cycling laws as well as bicycle safety;
- Experience teaching standards-aligned curriculum preferred;
- Familiarity with basic bicycle maintenance and mechanics preferred;
- Experience as a regular bicycle commuter preferred;
- Knowledge of the Truckee Meadows, especially from the seat of a bicycle preferred;
- Must be CPR/First Aid certified or willing to obtain certification before beginning instruction;
- Must be able to pass a background check before beginning instruction; and
- Must be at least 18 years of age.

**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](mailto:genevieve@renobikeproject.com), or in person at RBP. 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.*