

# FutureCycle Mechanic-In-Training



**Position Description:** Reno Bike Project is recruiting 4 positions for FutureCycle Program. FutureCycle is a career skills training program utilizing Reno Bike Project as a setting to teach youth skills for a lifetime of employment. Mechanics-In-Training 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 bike shop. You will assist with a wide scope of activities and will be required to “wear many hats” in a fast-paced work environment. Our shop serves bicycle hobbyists, college students, Reno’s homeless population, and more. 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 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 and maintenance; six 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 work 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.

## **Position 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 trained for these tasks and expected to complete them independently by the conclusion of your FutureCycle program:

- 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;
- Properly take in 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
- Assist with shop maintenance and construction projects; and
- Perform other duties as assigned by the RBP shop manager.

**Compensation:** \$10/hr. Participants may build a bike for themselves to keep.

**Schedule:** Shifts available for up to 20 hours/week; 15-week internship, beginning mid-January. Strong potential for successful participants to be offered a continuing position.



## 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 multitask in a fast-paced environment; and
- The ability to work some weekends and holidays to support business needs.

These positions are open to all individuals, age 16-24. Preference will be given to youth who experience barriers to success, and to those not concurrently enrolled as students.

**To Apply:** Please complete the online application at: <https://forms.gle/eSuK9uVCQbGnNqq86> OR complete the attached application; scan and email completed application to [jillian@renobikeproject.org](mailto:jillian@renobikeproject.org) OR drop off in person at: Reno Bike Project 216 E Grove St Reno NV, 89503. All questions related to the interview and selection process may be sent to Jillian: [jillian@renobikeproject.org](mailto:jillian@renobikeproject.org) or 775-323-4488.

**Four positions open; first to apply, first to be interviewed.**

**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.

*Our goal is to be a diverse and inclusive workforce that is representative, at all job levels, of the community we serve. This position is available to all, without regard to race, color, national origin, disability, age, sex, gender, sexual orientation, political affiliation, religion, or any other status protected under the law.*



# Reno Bike Project FutureCycle Mechanic-In-Training Application

## General Information

Name: \_\_\_\_\_  
*First* *Last*

Email Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Age: \_\_\_\_\_ What languages do you speak? \_\_\_\_\_

## Education & Experience

Are you currently enrolled in high school (if yes, please list school)? \_\_\_\_\_

What is the highest level of education you've obtained? \_\_\_\_\_

Please list any trainings you've completed or certificates you hold: \_\_\_\_\_

What is your current employment status? \_\_\_\_\_

Please describe your work and volunteer experience (including the name of the company/organization, how long you worked/volunteered there, and your responsibilities).

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Please list any formal or informal extracurricular activities you participate in (arts, sports, music, religious, service, ROTC, clubs, student government, etc.).

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## Questionnaire

How did you hear about FutureCycle? \_\_\_\_\_

Why are you interested in the Mechanic-In-Training position? (2-3 sentences)

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What skills do you want to gain from this internship experience? (2-3 sentences)

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What word would a close friend use to describe you and why? (2-3 sentences)

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Imagine you're working in the public workstations. A customer asks you a question about their brake adjustment, but you're unsure how to answer them. How would you respond in this situation? (2-3 sentences)

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What role do you typically take when working in a group? (1-2 sentences)

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Where do you see yourself in one year? (2-3 sentences)

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## References & Availability

*Please list two work, school, or activity supervisor references (do not list friends or personal references).*

Reference name: \_\_\_\_\_  
*First* *Last*

How do you know reference? \_\_\_\_\_

Reference email: \_\_\_\_\_ Phone: \_\_\_\_\_

Reference name: \_\_\_\_\_  
*First* *Last*

How do you know reference? \_\_\_\_\_

Reference email: \_\_\_\_\_ Phone: \_\_\_\_\_

Are you available to work at least 10 hours per week beginning January 2021? \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*Please scan and email completed application to [jillian@renobikeproject.org](mailto:jillian@renobikeproject.org) OR drop off in person at:*

Reno Bike Project  
216 E Grove St  
Reno NV, 89503

*Applicants will be interviewed on a first come, first served basis.*

*All questions related to the interview and selection process may be sent to Jillian:  
[jillian@renobikeproject.org](mailto:jillian@renobikeproject.org) or 775-323-4488.*