

Youth Programs Coordinator

Description: The Youth Programs Coordinator is the chief manager of youth programming at Reno Bike Project. The Youth Programs Coordinator reports to the Programs Director, and is responsible for the organization's consistent achievement of its mission through its programmatic objectives. Primary duties fall into the following areas:



Program Development:

- Provide leadership in development of RBP's youth programming including the Major Taylor Program and FutureCycle;
- Ensure that programming represents and achieves RBP's mission and vision;
- Investigate and develop feasible new youth programming possibilities;
- Maintain a working knowledge of, and respond to significant developments in, the environment surrounding RBP and its mission; and
- Work with staff to ensure that youth programs are executed successfully and completely in line with mission and vision.

Program Execution

- Create, adapt, update, track, report, and ensure delivery of all programmatic curriculum and teaching material;
- Sustain & cultivate partner and parent relationships and schedule partnerships seasonally;
- Schedule, publicize, and ensure delivery of camps;
- Responsible for MTP bicycle fleet storage, maintenance, and transportation;
- Maintain an accurate inventory of MTP bicycles and other course supplies;
- Communicate with shop staff and ensure timely maintenance and logging of maintenance on MTP bicycles;
- Supervise MTP Instructor(s), address any equipment or partner issues, and cover classes when necessary;
- Serve as contact for the Future Cycle (FC) program and recruit, interview, hire, and evaluate participants, and arrange 5-week externship opportunities;
- Work with shop staff to create a schedule and adapt weekly tasks for FC participants, and help deliver weekly instruction objectives;
- Refer all qualifying FC participants to workforce development partners for co-enrollment, and deliver invoices/reports; and
- Assist with additional RBP tasks on an incidental basis.

Communication:

- Advocate in support of the RBP and its vision to agencies, organizations, and the general public;
- Serve as main point of contact for all inquiries relating to youth programs;
- Publicize RBP's activities, youth programs, and goals; and
- Effectively and continually communicate about the status of youth programming with Program Director (i.e. finance, volunteer/staff levels, developments), and inform/train staff on any changes.

Administrative:

- Track and record programmatic spending per the program budgets;
- Oversee reporting and use evaluative feedback to inform developments in curriculums and determine goals;
- Oversee volunteers and/or staff for youth programs;

Schedule: Full-time, 40 hours/week. May be required to work some weekends or outside normal 9-5 schedule.

Compensation: DOE; medical insurance provided by employer.

Qualifications:

- Bachelor's Degree in related field, or 1+ years non-profit experience in program management;
- Experience supervising staff and/or volunteers;
- Values aligned with RBP's mission, vision, and programming;

- Experience with and enthusiasm for serving youth and at-risk populations;
- Ability to successfully balance and prioritize multiple, competing tasks and goals;
- Business writing or grant writing and budgeting experience;
- Any combination of the above skills will be taken into consideration
- Familiarity with basic bicycle maintenance mechanics preferred;
- Some supervisory experience preferred;
- Must have Drivers License and clean driving record;
- Must be able to pass a background check.
- Preference given to Spanish speakers

To Apply: Submit cover letter, resume, and 3 professional/academic references to noah@renobikeproject.org, or in person at RBP.

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. 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.