



COMMUNITY BIKE WORKS IS HIRING!

Community Bike Works, a thriving youth development organization, seeks a **part-time Program Instructor** to help students learn life skills through hands-on bicycle lessons. As a program instructor, you'll work with Earn a Bike and Junior Earn a Bike students to help them learn basic bike mechanics and how to ride a bike. As part of these lessons, you'll mentor students as they learn skills like communication and teamwork. You'll also participate in art projects and other hands-on activities with students, go on bike rides, keep student records, and help maintain the bike shop.

JOB DESCRIPTION Program Instructors teach Earn a Bike or Junior Earn a Bike classes while building relationships with students. The Program Instructor will:

- Teach classes at our Allentown and Easton bike shops, and in local schools.
- Participate in our afterschool /summer Drop-in program and recreational bike rides.
- Build meaningful relationships with students that offer mentorship and support.
- Maintain student records and complete other administrative tasks.
- Assist with bike repairs, bike donations, and in the upkeep of the bike shop.
- Represent Community Bike Works in the community.

QUALIFICATIONS

The ideal candidate will have the patience and enthusiasm to help students learn and succeed, and the drive to help build a stronger community. Candidates will be self-motivated and able to work as part of a team. Successful candidates will:

- Have a driver's license and a driving record that allows you to drive a company vehicle.
- Complete state and federal child abuse clearance checks.
- Be comfortable on a bike or willing to learn.
- The ability to communicate in Spanish is preferred but not required.
- No mechanical background is necessary; training will be provided.

HOURS & SALARY

Candidates should be available Monday - Friday from 2 pm to 6 pm, and some Saturdays. Part-time positions begin at \$18/hour and include paid time off and a bicycle. We offer opportunities for advancement. Full-time positions, with full benefits, may also be available; please inquire.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Community Bike Works strives to be an organization of racial and economic justice. We are an equal opportunity and affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

Applicants who have participated in Earn a Bike are especially encouraged to apply. No applicant has experience in all areas of our work. If you have the drive to succeed and are willing to learn, we encourage you to apply.

APPLY

Please submit a resume and short letter that describes your interest in the position to: Maddie Marte, Director of Programs, mmarte@communitybikeworks.org
Call 610-355-4864 with questions.

