



## COMMUNITY BIKE WORKS IS HIRING: MENTOR OUR EARN A BIKE STUDENTS!

Community Bike Works, a thriving youth development organization in the heart of Allentown, seeks one or more Program Instructors to help students learn life skills through hands-on bicycle lessons. In our flagship Earn a Bike and Junior Earn a Bike programs, students are paired with adult mentors for 24 hours of instruction in bicycle mechanics and bike safety.

**JOB DESCRIPTION** | The Program Instructor will teach afternoon and/or evening programs designed to mentor young people while helping them learn bike and life skills. Program Instructors teach our Earn a Bike or Junior Earn a Bike classes while building relationships with students and performing needed administrative tasks. The Program Instructor will:

- Teach Earn a Bike and/or Junior Earn a Bike classes at our downtown Allentown or East Allentown bike shops, online, and in Allentown and Bethlehem schools as appropriate.
- Mentor Earn a Bike and/or Junior Earn a Bike students, including in class, Drop-in, and on bike rides.
- Assist with bike repairs and in the upkeep of the Community Bike Works bike shop.
- Maintain student records.
- Represent Community Bike Works in the community.

**HOURS & SALARY** | Positions are available Monday through Fridays, and generally between 2 and 8 pm. Additional hours are possible. Positions begin at \$15-16 per hour. We offer regular opportunities for advancement.

**QUALIFICATIONS** | The ideal candidate is a mentor/instructor with the patience and enthusiasm to help children learn and succeed, and the drive to help build a stronger community. All employees will be required to complete child abuse clearances. Candidates should have a driver's license. The ability to communicate in Spanish is preferred. No mechanical background is necessary; training will be provided. Candidates should be comfortable on a bike or willing to learn.

**EQUAL OPPORTUNITY/AFFIRMATIVE ACTION** | Community Bike Works strives to be an organization of racial and economic justice and equality. 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.

**ADDITIONAL INFORMATION** | We take seriously the health and well-being of our students, staff, and community. We now offer online Earn a Bike class, as well as modified in-person classes that take place primarily outdoors and with all students and staff in cloth masks. Our full COVID safety plan is available on our website.

**APPLY** | Please submit a resume and cover letter that describes your interest in the position to: James Williams, Special Projects Director, at [james@communitybikeworks.org](mailto:james@communitybikeworks.org). Call 610-434-1140 with questions.