



BIKES NOT BOMBS

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JOB DESCRIPTION

Summer Programs Manager

Overview: Bikes Not Bombs uses the bicycle as a vehicle for social change. We reclaim thousands of bicycles each year. We create local and global programs that provide skill development, jobs, and sustainable transportation. Our programs mobilize youth and adults to be leaders in community transformation. Each year we collect roughly 6,000 used bicycles and tons of used parts from our supporters around Greater Boston and New England. We ship most of these bikes overseas to economic development projects through our [International Partners](#) in Africa, Latin America, and the Caribbean. Bikes that don't get shipped often land in our [Youth Pathways](#) where teens learn bicycle safety and mechanics skills in the process of earning bikes to keep for themselves. Our retail [Bike Shop](#) also reconditions and sells some of the donated bikes that we receive, employing many graduates of our programs. The Shop's profit from the bicycle sales, parts sales, and repairs goes towards funding our youth and international work. BNB is 34 years old and has an annual budget of \$1.4 million.

Description: The Summer Programs Manager oversees the development and implementation of all BNB programs for youth (ages 12-24) and deepens our impact in local communities throughout the Greater Boston area. This role will focus primarily on leading a team of program coordinators and instructors; ensuring the successful delivery of high-quality programs; increasing total program enrollment and retention; and expanding a youth leadership and workforce development pipeline across the organization and beyond. The Summer Programs Manager reports to the Executive Director.

Employment Period: June 25 – August 25; this is a temporary role. This person who fills this role could be eligible for a full-time, salaried, year-round position.

Specific responsibilities include, but are not limited to:

- Program Budgeting, Planning & Oversight (30%)
 - Oversee BNB summer programs: Earn-A-Bike, Bike-In, STRIVE, Chain Reaction and Pathways
 - Approve and track all program expenses
 - Oversee Fall 2018 program planning
- Leadership, Management, and Supervision (30%)
 - Serve as the CORI Administrator
 - Train and supervise two full-time program coordinators and a team of 30 youth employees
 - Plan and facilitate weekly supervisory 1-on-1 meetings with direct reports and weekly team meetings
 - Foster a growth mindset in all BNB youth programs
 - Connect youth employee to leadership and development opportunities outside of BNB
- Monitoring and Evaluation (20%)
 - Oversee the management of program participant data
 - Oversee the implementation of qualitative and quantitative data collection to contribute to ongoing improvements in programs
 - Produce regular reports to the Executive Director on program results and needs
- Facilities & Equipment (20%)
 - Design and implement systems to maintain a clean, organize mechanics space and classroom
 - Oversee the use of the Mechanics Area and maintenance of tools and equipment
 - Manage a stock of tools and equipment; submit supply orders as necessary

Background and Qualifications

The ideal person for this role has a passion for working with youth, excellent management skills, and is able to recruit, supervise, and hold accountable a diverse and effective team.

Other Requirements:

- 3-5 years experience working directly with 12-24 year olds; experience with formal supervision of youth and volunteers a plus!
- Commitment to all aspects of BNB mission
- Understanding of and commitment to positive youth development
- Experience developing curriculum
- Ability to set priorities, manage schedules, meet deadlines, and track the progress of multiple projects simultaneously while maintaining a high-quality of work and strong attention to detail
- Ability to be both a creative, strategic visionary and a practical thinker
- Must love bikes; strong bike mechanics skills and knowledge of safe urban riding
- Self-motivated, highly organized, systems oriented
- Strong written and verbal communication skills
- Excellent interpersonal and communications skills, both written and verbal
- Culturally competent
- Experience in program management
- Experience with and interest in developing youth organizing component of programming.
- Deep knowledge of Boston neighborhoods, schools, and resources, including the dynamics of the neighborhoods surrounding BNB
- Ability to work with staff, board, and volunteers with sense of humor and flexibility
- Ability to work individually and as part of a team in a fast-paced work environment

Application Process: Please provide a resume and cover letter that includes where you learned of the position and a description of how your qualifications match BNB's needs. Applications should be emailed to jobs@bikesnotbombs.org and will be reviewed on a rolling basis. Please include "Summer Programs Manager" and your full name in the subject line.

Compensation & Benefits: \$16.00 per hour, 40 hours/week; Additional benefits include - paid time off, health insurance, flexible work schedule, and discount at our bike shop.

Constituent leadership is central to the mission of BNB and is highlighted in BNB's current Strategic Plan. As such, BNB is seeking to more fully represent our community and constituencies, particularly low-income communities and communities of color, so as to amplify that voice and provide an opportunity for our constituency to participate in the overall direction and leadership of the organization. As such, we actively encourage candidates from broadly diverse ethnic and cultural backgrounds. Bikes Not Bombs is an Equal Employment Opportunity employer.