



BIKES NOT BOMBS

Using the bicycle as a vehicle for social change

284 Amory Street · Jamaica Plain, MA 02130

bikesnotbombs.org · 617.522.0222

Bike School Coordinator - McKinley Schools

Job Description

Position: The McKinley Bike School Coordinator leads the effort to teach curriculum at McKinley South End Academy, McKinley Preparatory, and McKinley Middle Schools through our partnership with Boston Public Schools. In this role, you will be working with students who have varied learning disabilities and emotional impairments. In the classroom setting, students will be accompanied by the classroom assistant. The Bike School Coordinator reports to the Director of Community Engagement.

The ideal candidate for this role has a passion for working with youth by helping them discover their potential, has bike mechanics and urban commuting skills, and may have some experience working in classroom settings with learners who have varied learning styles.

Core Responsibilities

Bike School Coordination (60%)

- Support the coordination, implementation, and evaluation of Bike School programs that happen through our partnership with the McKinley Schools.
- Support outreach efforts for all BNB Bike School programs
- Serve as the primary point of contact between BNB and McKinley School Program Directors.
- Build rapport with students through guided instruction and team building activities.
- Facilitate setup and organization of the McKinley's designated program areas, including the work benches, tools, storage of bikes and parts sorting area for Bike School
- Develop a plan to recruit McKinley students as paid Youth Apprentices
- Develop teaching demonstration materials to aid in the hands-on learning process
- Work with McKinley classroom assistants and teachers to establish and practice teaching strategies that work best with students.
- Cultivate relationships with school staff members as potential organizational partners and report to the Community Engagement Team to further collaborations

Youth Pathways Support (30%)

- Participate actively in weekly 1-on-1 supervision, team meetings; and bi-weekly staff meetings
- Support other Youth Pathways initiatives, as needed

Fundraising and Administration Support (10%)

- Ensure upkeep with youth participant and employee data entry in Salesforce and Bloomerang
- Coordinate, with assistance, a McKinley Bike-A-Thon team that includes school staff and students.
- Contribute to fundraising events as needed
- Attend tabling events, volunteer fairs, health fairs, and other events in the community as needed

Background & Qualifications

Below is a list of qualities in an ideal candidate:

- Dedication to the mission of BNB
- Experience working directly with youth 12+ and young adults
- Must have administrative and organizational skills, as well as the ability to delegate responsibility and multi-task.
- Experience with teaching and curriculum development, and in particular teaching around mechanical concepts
- Experience in program management and staff/volunteer supervision, with the ability to mentor, motivate, prioritize, and set clear expectations
- Experience in youth or workforce development experience; working with teens a plus
- Personable and able to work with people from a number of different backgrounds
- Demonstrated ability to support and engage volunteers
- 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
- Self-motivated, resourceful, highly-organized and creative
- 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
- Commitment to excellence a must

Racial Equity

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 Black and other marginalized people in Boston and of communities in the Global South** 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.

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 "McKinley Bike School Coordinator" and your full name in the subject line. The compensation package for this position includes an hourly wage of \$17-\$19 at 40 hours each week. Additional benefits include - paid time off, flexible work schedule, and discount at our bike shop. This position is open until filled. Target start date is September 27 or ASAP .

BNB's Mission & History

Bikes Not Bombs uses the bicycle as a vehicle for social change to **achieve economic mobility for Black and other marginalized people** in Boston and the Global South.

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 5,000 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 Partnerships](#) in Africa, Latin America, and the Caribbean. Bikes that don't get shipped are distributed in [Youth Pathways](#) where teens learn bicycle safety and mechanics skills in the process of earning bikes to keep for themselves. Our retail [Bike Shop & Training Center](#) 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 37-years old and has an annual budget of \$1.5 million.