

Position Description

Youth Program Coordinator

Employment Location: Salt Lake City

Salary Range: \$30,000-\$35,000

Benefits: Health Insurance; Results-Oriented Work Environment, Intrastate Travel Accommodations, and Per Diem

Reports to: Youth Program Manager

Start date: January 6, 2020



The Youth Education Coordinators work collaboratively with the Youth Program team to implement all aspects of the Youth Bicycle Education and Safety Training (BEST) Program. The Youth BEST Program is a four-hour curriculum that includes on-bike training geared towards students in the 4th, 5th, 6th, and 7th grades across all of Utah. The program gives participants the skills and knowledge necessary to safely and confidently get around by bicycle. The program reaches more than 4,500 students each year. More information about the program can be found at bikeutah.org/youth

Roles and Responsibilities

Administration of the Youth BEST Curriculum

- Teach bicycle skills and safety to 4th, 5th, 6th, and 7th graders by setting up drills, helping with class management, and coaching students.
- Create, map and coordinate weekly student community rides while ensuring participant safety.

Maintenance of Program Equipment

- Maintain bikes and equipment used for the Youth BEST Program, including purchasing necessary parts and supplies.
- Ensure program vehicle is properly maintained and meets registration and insurance requirement.

Coordination with Participating Schools

- Maintain the Youth BEST Program as scheduled at schools across Utah.
- Engage in pre- and post-program communication and logistics.
- Recruit new schools to participate in the program.

Program Evaluation

- Coordinate assessment of Youth BEST Program with students, parents, teachers, and schools.
- Maintain accurate and timely records of program implementation and metrics.

Community Outreach and Communication

- Reach out to potential community partners to generate interest in and exposure of the program (e.g. local bike shops, media, local government, etc.).
- Engage community members and volunteers to assist with program implementation.

Perform other related duties as requested.

Required Position Qualifications

- Loves to work with kids!
- Must be physically active, and be outdoors (in all conditions).
- Able to ride a bike at an easy pace for at least 10 miles in one day.

- Able to lift 30 lbs. repeatedly.
- Must have a valid driver's license.
- Must have and maintain a good driving records (no DUIs in last 5 years and no more than 2 moving violations in the last 3 years).
- Due to the nature of the people we serve, Federal and State laws require a criminal background review. Persons possessing a criminal record will still be considered.
- Able to travel within Utah up to 3 months of the year (Sunday/Monday through Friday).

Considered Position Qualifications

- Passion for bicycling and the ability to spread that passion to others.
- Experience in program facilitation or teaching.
- Bicycle maintenance and repair experience and industry familiarity.
- Strong organizational skills and the ability to juggle numerous responsibilities, including competency with Google Drive (Docs, Sheets, Calendar, Forms).
- Smart Phone competency.
- Ability to work collaboratively as part of a high-performing team, while setting and achieving strategic objectives.
- Cross-cultural competency and sensitivity.
- Ability to communicate in multiple languages.
- Able to drive a 35-foot box truck.
- Live within a 30 mile radius of Bike Utah headquarters in Salt Lake City, Utah.

How to Apply

Please send a cover letter and resume to our Youth Program Manager, Jace Burbidge at jace@bikeutah.org

Application Deadline: Friday, November 29, 2019, at 7 p.m. MST

When applying, put "Youth Program Coordinator" in the subject line in order to be considered.

Interviews will take place in Salt Lake City December 9th - 18th, 2019.

Bike Utah was founded in 2005. We are a 501(c)3 non-profit organization committed to making Utah a better place to ride. We envision a Utah where complete networks of bike lanes, paths, and trails contribute to livable, healthy communities, allowing everyone to ride regardless of age, ability, or income. Bike Utah collaborates with all levels of government, organizations, agencies, businesses, and the general public to develop active transportation plans, educate thousands of children and adults, increase safety through legislation, and improve the quality of life for residents and visitors with more bike lanes, paths, and trails.

www.BikeUtah.org

Bike Utah is committed to a policy of providing employment opportunities to all qualified people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, gender, sexual orientation, marital status, age, veteran status, or physical or mental ability.