

**JOB DESCRIPTION:  
Instructor**

**Amount of Time:** Part Time (3-9 hours/week)

**Salary**: $10.00/hour  
*Primary consideration will be given to applications received by 08/28/17*

**Description**

This position includes responsibilities directly related to the education of youth in social skills and bike mechanic skills and activities. Tasks require knowledge of social skills with a demonstrated ability to work with young people ages 6-18. Basic bicycle mechanic skills are a plus. Instructors co-facilitate weekly youth development bike programs at our local workshop and in local schools. The ideal candidate would have fall 2017 availability on Mondays, Tuesdays, and/or Wednesdays in the afternoon/evening.

***Requirements***

* Excellent organizational and problem-solving skills
* Commitment to embracing and understanding diversity, inclusion and equity in thoughts, words, and practice
* Interest in a healthy lifestyle, including interest in further developing bicycle riding and mechanic skills
* Ability and experience in planning and facilitating a wide range of programs for youth
* Experience managing multiple tasks and projects simultaneously and working under time constraints
* High attention to detail; ability to create and carry out detailed program session plans
* Ability to develop strong, positive relationships with youth and teens, parents, and community agencies
* Outstanding verbal and written communication skills
* Demonstrated ability and aptitude in decision-making skills
* Must be able to pass a reference and criminal background check

**Teaching**

* Teach social skills to youth using engaging methods and strategies
* Support bike mechanic and riding skills instruction to youth
* Encourage and model behavioral expectations: Respect, Own your actions, Attitude matters, Discipline, Safety
* Co-facilitate riding, safety, and repair programs in the community for adults, youth, families and volunteers

**Workshop Duties**

* Organize and maintain cleanliness of workshop and off-site programming spaces
* Attend Open Roads events, as needed (safety events, fundraisers, volunteer events, etc.)

**Teamwork**

* Communicate with colleagues regarding programs, youth, and all relevant issues and concerns
* Assist in collecting data for programs (number of youth served, progress in programs)
* Attend professional development skill-building opportunities and weekly staff meetings

To apply please submit the following **application** and a **cover letter** to Erin Denay, Executive Director.

[Director@OpenRoadsBike.org](mailto:Director@OpenRoadsBike.org)

(269) 365-9142



**PLEASE READ BEFORE COMPLETING APPLICATION**

Open Roads is a nonprofit organization with an important mission: We teach youth bike mechanic skills and social skills in order to better prepare them for their future. We are most pleased you are interested in applying for this position. Open Roads is an organization looking for fantastic people. We are a growing organization and we aim to bring **high energy** and **high quality** people to the table. We allow kids to have a lot of fun while they are learning great skills. The bottom line is this: We are committed to facilitating empowering youth bike programs in Kalamazoo that help young people become more self-sufficient and successful.

**Our Guiding Principles:**

**1. Fantastic Programs!**

We need to create programs, classes, and workshops that are fantastic. This means all of these events should be engaging, challenging, and fun.

**2. A Great Place to Learn!**

Whether you are young or old or somewhere in between, we all need to keep learning and growing. We want this for our participants, our staff, and our volunteers.

**3. Balance of Skills!**

Understanding a bike, how to use tools, and the technical aspects or repair is critical. However, it is just as important to understand people, how to work well with them, and the human aspects of work, play, and relationships.

**4. Strong Relationships!**

Successful working relationships are an essential component to our health and success as an organization.

**5. Building a Better Bike Culture!**

We believe that bicycles are an important part of a vibrant community. They are not only an essential part of a healthy environment, but riding is a great way to stay active, healthy, and strong.

If you think you are a person who is able to work well with a team, teach some serious skills and have some serious fun, and you are committed to giving time and energy to Open Roads and the students we serve, please fill out this application. We are excited to meet you!



**BIKE MECHANIC INSTRUCTOR JOB APPLICATION**

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| --- | --- | --- | --- |
| **THE BASICS** | | | |
| Full Name (first, middle, last) |  | | |
| Mailing Address |  | Social Security Number |  |
| Phone |  | Email |  |
| Date available to start: |  | Date of Application |  |

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| --- | --- | --- | --- |
| **WORK HISTORY** | | | |
| 1. **Last Employer** |  | Position |  |
| Start Date |  | End Date |  |
| Location |  | Supervisor Name |  |
| Supervisor Contact Number |  | Supervisor Contact Email |  |
| Reason for Leaving |  | | |
| May we contact this employer? |  | | |
| **2. Previous Employer** |  | Position |  |
| Start Date |  | End Date |  |
| Location |  | Supervisor Name |  |
| Supervisor Contact Number |  | Supervisor Contact Email |  |
| Reason for Leaving |  | | |
| May we contact this employer? |  | | |

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| **EDUCATION** | | | | |
|  | **Name** | **City, State** | **# of years attended** | **Did you complete?** |
| High School |  |  |  |  |
| College |  |  |  |  |
| Graduate School or other post-college education |  |  |  |  |

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| **BIKE BASICS** | |
| Do you own a bike? |  |
| What is your experience maintaining your own bike? |  |
| What is your experience in riding bikes? |  |
| What do you love about bikes? |  |

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| **YOUTH BASICS** | |
| What is the best part about working with kids? |  |
| What is the most difficult part? |  |
| In what setting have you worked with young people? |  |

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| **AVAILABILITY -** Please indicate your fall (September-December 2017) availability with a check-mark or **X**. | | | | | | |
|  | **Mondays** | **Tuesdays** | **Wednesdays** | **Thursdays** | **Fridays** | **Saturdays** |
| Morning  8:30-12pm |  |  |  |  |  |  |
| Afternoon  12-5pm |  |  |  |  |  |  |
| Evening  5-8pm |  |  |  |  |  |  |

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| --- | --- |
| Average number of hours you are interested in working per week: |  |
| Do you have any commitments to another employer or school that might affect our employment with us? |  |
| If you were hired, how long would you like to work at Open Roads? |  |

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| **SKILLS & SPECIAL QUALIFICATIONS** | |
| Special and unique qualifications: |  |
| Most important skills and talents: |  |

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| --- | --- | --- | --- |
| **REFERENCES** | | | |
| **Name** | **Phone** | **Email** | **Years Known** |
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**Applicant’s Statement of Truth and Accuracy**

I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an “at will” nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this “at will” employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

I agree that any lawsuit brought against Open Roads and/or its agents arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statuses, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Rights to Sue form the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitation that exceeds this time limit.

If, due to a physical or mental disability, I require an accommodation to perform the job for which I may be selected, I understand that I must give Open Roads written notice of that need within 182 days after I know or reasonably should have known that an accommodation is needed. Failure to do so may bar me from alleging that Open Roads has not accommodated me as required by law.

Electronic Signature of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_

**Equal Opportunity Employer Policy**

Open Roads is an equal opportunity employer, and pledges equal opportunity for all our employees and applicants. All individual employment decisions will be based on the individual’s qualifications, performance and effort. Open Roads does not discriminate against employees or applicants on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, genetic information, age, height, weight, marital status, physical or mental disability, veteran status or citizenship. Open Roads will, however, only hire those individuals who are legally authorized to work in the United States.

Additionally, it is our intent to provide a workplace that fosters the respect and dignity of each person. To this end, we are committed to maintaining a working environment free of harassment or intimidation. This policy applies to everyone who works at Open Roads, regardless of position or level of authority.

This policy provides guidance on the type of conduct which constitutes unlawful harassment, including sexual harassment, and also unprofessional conduct which may or may not be unlawful, but is still prohibited. All behavior which fits into these two categories is unacceptable and will result in appropriate disciplinary action. This policy also includes a complaint procedure for persons who feel that they have been subject to unlawful harassment and/or unprofessional conduct.

To apply please submit this completed **application** and a **cover letter**

to Erin Denay, Executive Director:

[Director@OpenRoadsBike.org](mailto:Director@OpenRoadsBike.org)

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