



JOB DESCRIPTION:

Program Manager

Part-time (20-25 hours/week)

Occasional evening and weekend hours are required

Compensation: \$16/hr

Primary consideration will be given to applications received by 12/1/21

Description

The Program Manager oversees the coordination of all Open Roads youth development programming including planning, organizing, staffing, and successfully facilitating completion of programs according to Open Roads' standards. This position closely collaborates with the Executive Director and Retail Coordinator and will be part of the Open Roads Leadership Team.

Requirements

- Excellent organizational and problem-solving skills
- Strong leadership skills with demonstrated experience and success leading teams
- Outstanding verbal and written communication skills
- Ability to plan and facilitate a wide range of programs for youth
- High attention to detail; ability to create and maintain accurate records
- Ability to develop strong, positive interpersonal and professional relationships with youth, staff, parents, volunteers, community leaders, school administrators, and bike-shop customers
- Experience managing multiple tasks and projects simultaneously while working under time constraints
- Commitment to embracing and understanding diversity, inclusion and equity in thought, word, and practice
- Demonstrated ability and aptitude in decision-making skills
- Commitment to a healthy lifestyle and interest in bikes and cycling
- Has a willingness to learn new bike mechanic skills if not already experienced
- Valid Michigan Driver's License
- Must be able to pass both a criminal and child abuse and neglect history check

Program Management Job Duties

- Ensure that all programs, projects, and events are coordinated within scope and budget
- Represent Open Roads at programs and community events
- Coordinate and develop relationships with community program partners
- Lead program promotion with email newsletters, print material, and social media
- Process program registration forms and payments as needed
- Attend programs to support staff with logistics, including off-site transportation of program supplies
- Plan and facilitate monthly, teen-led Youth Advisory Board meetings with the Youth Board President
- Work with Instructor teams to address individual student needs and customize efforts to address those needs through our program offerings and curriculum
- Provide mentoring for students in the areas of job training, leadership and social skill development that improves self-sufficiency and self-determination through our program offerings

Staff Management Job Duties

- Develop a detailed program staff schedule for each season
- Coordinate the training, management, and evaluation of staff instructors

- Review and provide ongoing feedback and support to staff as needed
- Facilitate monthly staff meetings in coordination with Leadership Team

Program Quality & Assessment

- Utilize the Youth Program Quality Assessment tool and associated resources to evaluate program quality
- Attend Kalamazoo Youth Development Network meetings and trainings to regularly improve our program offerings and develop professionally
- Coordinate with the Open Roads Youth Advisory Board to ensure our curriculum updates, policies, and program developments are culturally relevant for student participants
- Co-facilitate staff trainings and evaluation sessions for organization-wide improvement planning

Volunteer Management

- Recruit new volunteers and organize volunteer sessions with large groups
- Train, manage, and support volunteers to ensure a positive and productive experience
- Plan and execute volunteer events in the workshop with the Retail Coordinator

About Open Roads

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. We are a growing organization and we aim to bring **high energy** 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, safe, 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 of 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.

To apply, please submit a **resume** and **cover letter** to Isaac Green, Executive Director at:

director@openroadsbike.org - (269) 365-9142

Open Roads Bike Program is a 501c3 nonprofit organization. Our mission is to teach youth bike mechanic skills and social skills in order to better prepare them for their future. Our programs help youth earn bikes, repair bikes, and learn vocational and leadership skills. Our small-scale bike shop opened in June of 2015 in order to teach job skills to teen Apprentices and act as a platform for community outreach. The shop revolves around a hands-on, youth-centered, do-it-yourself experience. Its existence helps us financially sustain our work.