



JOB POSTING

Program/Shop Manager

(full-time, year-round) 40 hours per week at \$30,000-\$32,000 **Start Date: May 1st, 2021**

Description: This hybrid role oversees the coordination of all Open Roads youth development programming and manages The Shop at Open Roads Bike Program. It requires excellent communication skills, organizational skills, basic retail knowledge, bike mechanic skills and experience. In addition, this individual will oversee 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 shares responsibility and closely collaborates with the Executive Director and will be part of the Open Roads Leadership Team.

To Apply: Submit a resume and cover letter by email to Kyrone Maye at Director@openroadsbike.org. Application will be accepted until **April 5th, 2021**. Please note there is a planned start date of **May 1st, 2021**.

Sales

- Maintain strong relationships with wholesale supply company and dealers
- Build relationships with community members before, during, and after accepting bike donations
- Coordinate pricing of all new and used parts
- Utilize and maintain Point of Sales system
- Manage cash register and maintain solid opening and closing procedures and policies with shop staff
- Coordinate sales of bikes, parts, and accessories
- Place orders for new parts and supplies as needed
- Manage purchasing budget and report expenses and income monthly

Management

- 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
- Attend and co-host bi-weekly staff meetings and facilitate adult community partner and contracted mechanic public programs. Schedule and manage Mechanic Instructors and volunteers during shop hours
- Manage and organize inventory of donation bicycles, host year-round Adult Open Shop (DIY bike repair) programs, coordinate scrap metal pick-up on a weekly basis.
- Assist in the coordination of special organization-wide events

Mechanic

- Coordinate and execute services on bikes and prepare select donation bikes for sale floor
- Approve safety and functionality of bicycles
- Keep tool supplies updated and in working order
- Assist Bike Mechanic Instructors as needed with bike repairs

About: *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. The existence of the shop helps us financially sustain our work and this role leads the way.*

Statement of Diversity & Inclusion: *Open Roads Bike Program embraces and values the diversity of Kalamazoo and the world around us. We are people of all ages, from all walks of life, working together to use bicycles as a vehicle for skill development and community engagement. We encourage people of all abilities, ages, economic statuses, faiths, ideologies, genders, gender identities, ethnic origins, nationalities, races, and sexual orientations to be a part of our team.*