



Neighborhood Bike Works

Job Opening - Event & Volunteer Coordinator

Neighborhood Bike Works (NBW) inspires youth and strengthens Philadelphia communities by providing equitable access to bicycling and bike repair through education, recreation, leadership and career-building opportunities. NBW offers after school and summer programming to youth, and space for adults to utilize our tools and equipment during adult repair cooperative hours.

Position Summary: NBW is seeking a 30-hour-a-week Outreach & Volunteer Coordinator, who will be responsible for volunteer coordination and training to support NBW's programs, and coordination of community outreach events. In addition, the position supports NBW's adult programming by maintaining schedule and communication with Operations staff. This position also supports youth program staff by assisting with recruitment efforts to fill our youth programs. This multi-faceted position has the goal of increasing NBW's visibility in Philadelphia by fostering a committed volunteer base and ensuring our participation in community events.

Reports to: Director of Youth Programs (primarily) and Shop & Adult Programs Manager (secondarily)

Start Date and Work Schedule: We are looking for someone to start in this position by October 23rd or as soon as possible. This is a part-time position, with a typical work week totaling 30 hours. The position is based out of our West Philadelphia headquarters at 3943 Lancaster Ave. Some travel to events in other areas within Philadelphia and the surrounding region. The position requires some evening and weekend hours. Flexibility with weekly schedule is necessary.

Principle Responsibilities

1. *Volunteer recruitment and management (50%)*
 - Recruit adult volunteers to support NBW's youth and adult programs.
 - Lead orientation and training sessions for youth program volunteers, and coordinate training schedules for volunteers in NBW's adult bike repair program, Bike Church.
 - Communicate regularly with NBW staff to identify volunteer needs and report on volunteer placement.
 - Organize service days and other group volunteer activities.
 - Maintain volunteer records, including contact information, participation, and background clearances in our database (NEON).
 - Solicit feedback and provide support to volunteers to ensure positive experiences.
2. *Outreach, event and adult program coordination (30%)*
 - Communicate with outside organizations and program partners about potential outreach events, including bike safety checks, tabling events, and valet bike parking.
 - Support Mobile Bike Repair Project Manager with bike repair pop-up events.
 - Maintain outreach event calendar and communicate with staff about NBW involvement.

- Coordinate volunteer support for events and communicate with youth program staff to coordinate youth and staff involvement.
 - Train volunteers, staff, and youth (in collaboration with program staff) on skills for outreach events, including messaging about NBW, and bike safety check protocol.
 - Manage adult programs calendar and schedule staff and volunteers to run programming in Bike Church and Adult Repair Class
 - Represent NBW at outreach events, sharing information about opportunities at NBW with community members, potential volunteers, and other supporters
 - Support NBW's Development staff with fundraising events, as needed.
3. *Youth program support for on-site and off-site programs (15%)*
- Support youth program staff by coordinating and attending recruitment events for NBW's entry-level youth programs: Earn-A-Bike, Ride Club, and Summer Camp.
 - Actively recruit youth for NBW programs by sharing info with parents, guardians, schools, and community organizations, and registering youth in NBW classes.
4. *Administrative and Organizational Support (5%)*
- Attend weekly staff meetings and work collaboratively with other NBW staff.
 - Participate in NBW's strategic planning process.

Required Qualifications:

- Highly organized and self-motivated. We are looking for a creative problem solver who is excited about creating new methods and processes to engage and retain volunteers
- Ability to organize and lead individuals and groups
- Experience in event planning and coordination
- Strong written and verbal communication skills
- Must be comfortable riding bikes in Philadelphia
- Experience working with diverse groups of people, ideally including youth ages 8-18
- Successful passing of PA State Police Criminal Background Check, Pennsylvania Child Abuse History Clearance, and FBI Clearance

Preferred Qualifications:

- Driven by the mission and work of NBW.
- Commitment to justice and equality and youth leadership.
- Experience with bicycle mechanics is highly preferred
- Event planning experience
- Community organizing and/or outreach experience
- Sense of humor, patience and flexibility. NBW is a collaborative and fast-paced work environment.
- Familiarity with West Philadelphia, both geographically and culturally.

Candidates with non-traditional work and education experience are encouraged – please tell us about those experiences that qualify you for this position.

Compensation: This is a three-quarter-time, exempt, salaried position, with a salary range of \$22,713 to \$25,550. In addition, NBW provides partial-paid health insurance, and paid vacation and holiday time for regular part-time staff.

We are an Equal Opportunity Employer and seek staff who reflect the community we serve. Candidates of color, women and those identifying as LGBTQ are encouraged to apply.

To Apply: Please **email a resume and cover letter** to jobs@neighborhoodbikeworks.org. Please include in your cover letter your experience and knowledge of bicycle riding and repair (even if it's minimal). Please attach files in .doc or .pdf format, including your **name and "Outreach & Volunteer Coordinator" in the subject line**. No calls please.

Application Deadline: The position will be open until filled. We will conduct interviews of qualified candidates on a rolling basis, with applications received by September 22nd receiving priority consideration.