



**JOB TITLE:** Bicycle Coalition Youth Cycling Program (BCYC) Coordinator  
**COMPENSATION:** \$28,000 - \$32,000, commensurate with experience  
**BENEFITS:** Health insurance, 401K option, vacation, sick & personal leave  
**START DATE:** January 15th - 22nd, 2018

### **PURPOSE AND GENERAL DESCRIPTION**

Through advocacy and education, the Bicycle Coalition of Greater Philadelphia (BCGP) leads the movement to make bicycling safe and fun for anyone who wants to ride in our region. Our 2030 vision is that anyone in Greater Philadelphia can enjoy a safe and fun bike ride on a network of connected Circuit Trails, bike lanes, and low-stress streets. Bicycling has become an easy option for transportation and recreation, connecting people to each other, their neighborhoods and the region. We believe that people from all racial and economic backgrounds should have access to safe, healthy and affordable transportation options in the communities where they live, work, learn, and play. Our team works every day create a world-class bicycling city and region by becoming an organization and leading a movement that represents the diversity of the communities we serve. In the same way that BCGP advocates for infrastructure to ensure bicyclists are safe and comfortable riding around Philadelphia, BCYC helps foster healthy, confident young cyclists. New riders are often most comfortable in a group and BCYC teams provide this environment to allow young cyclists to thrive.

The Bicycle Coalition of Greater Philadelphia (BCGP) is hiring a program coordinator to support the operations of Bicycle Coalition Youth Cycling (BCYC), a youth program that fosters healthy habits, independence, and leadership in Philadelphia youth through the sport of cycling. BCGP is in its fourth year of running BCYC, formerly known as Cadence Youth Cycling. BCYC runs road cycling teams at Title One high schools and community centers from March to June impacting approximately 100 students across 6-8 sites. Athletes who demonstrate leadership, responsibility and sportsmanship have the opportunity to join the BCYC All Star Leadership Team, which runs throughout the year providing students the opportunity to join our Race, Tour, Tri, Cyclocross teams and take advantage of a number of leadership and academic support tracks. The program coordinator will manage student recruitment, event planning, inventory management, and volunteer coordination with support from the BCYC program manager, coaches, and BCGP staff.

### **REPORTING RELATIONSHIPS AND WORK ENVIRONMENT**

BCYC Program Coordinator...

- Reports to the BCYC Program Manager, Taylor Kuyk-White.
- Works out of the Bicycle Coalition of Greater Philadelphia office as well as on site where programs operate (West, Northwest, and North Philly as well as event sites across the region).
- Works outdoors and on weekends and evenings as needed, especially from March – August.



## **DUTIES AND RESPONSIBILITIES**

### **1. Student Recruitment and Retention**

- Work with site support staff to promote our programs at partner sites throughout the city, ensuring core teams are filled with teams of 10-15 students in the spring and summer, helping to hit our goal of 150 core participants by 2020.
- Support coaches and program manager in nominating and implementing all star testing across sites, helping to hit our goal of 50 committed all stars by 2020.
- Participate in core and All Star programs 2-3 times a week to mentor coaches and build relationships with athletes and staff alike.
- Maintain relationships with athletes, parents, and coaches to ensure good athlete participation across programs.

### **2. Event Coordination**

- Coordinate details such as food, routes, timing logistics, and meeting locations for our 4 spring all-site events.
- Promote these events to athletes and parents through social media, flyers, phone calls, etc.
- Recruit full teams at each site before the start of spring season.
- Manage travel logistics, race registration, meals, and budget for all star team races and events during the summer and fall.
- Work with coaches, athletes, and parents to provide detailed itineraries at least 2 weeks in advance of each field trip that requires vehicular travel.

### **3. Inventory Management**

- Assure sites have appropriate materials and equipment in advance of season start.
- Close down sites at the end of each season and account for all CYC inventory.
- Transport bikes and inventory via cargo van to sites, storage, bike shop partners, etc.
- Manage bike inventory process, including storage and ordering tools and components.
- Conduct bi-weekly site visits during the spring to offer inventory drop offs and core bike tune-ups
- Host monthly all star maintenance days to repair bikes that remain in youth's possession year round.
- Manage winter core bike overhauls
- Keep an active fleet log noting location, status, and rider of all bikes in the fleet.

### **5. Volunteer Management**

- Recruit volunteers through regularly updating volunteer opportunities on a sign up log and matching interested applicants to available opportunities.
- Conduct small volunteer trainings when new volunteers come aboard outside of coach training season.
- Support and manage volunteers at their posting.

## **QUALIFICATION AND SKILLS**

There are many moving parts to Bicycle Coalition Youth Cycling including coordination with sites, inventory management, volunteer recruitment, communicating with parents, and most importantly, supporting the youth athletes. The ideal candidate for the Bicycle Coalition Youth Cycling Coordinator role is someone who has a passion for and experience with both bicycle racing and investing in youth. Candidates should also be confident that their skillsets and talents are a match for all of the following categories that are essential to BCYC's success:



**ORGANIZATIONAL SKILLS:** The program coordinator will have superior organization and communication skills, including attention to detail and prompt email and phone response time. Flexibility and resourcefulness during unexpected challenges are both keys to success.

**BICYCLE MECHANICS:** As the head of our inventory and maintenance, the program coordinator must be an experienced mechanic. The candidate should have the ability to quickly assess and repair mechanical problems on a variety of bicycles and be prepared to oversee a well stocked and operational shop space.

**CYCLING BACKGROUND:** The program coordinator's role relies heavily on the candidate's knowledge and experience in competitive cycling in a variety of disciplines to plan successful cycling events and coordinate race logistics. The ideal candidate comes to us with at least 2 years of bicycle racing experience.

**POSITIVE YOUTH DEVELOPMENT:** Our desired candidate brings experience and values rooted in mentoring youth in accordance with positive youth development principles. Embracing youth leadership, employing trauma sensitive mentorship, and commitment to building relationships are all important aspects of our program.

**Candidate must also:**

- Have a valid driver's license with a clean record and at least 3 years of driving experience. Candidate must be comfortable driving cargo vehicles (cargo vans, minivans, SUVs, small trucks, etc.) in city and highway conditions.
- Candidate must be capable of repeatedly lifting heavy loads such as groups of full-size bicycles, team equipment, etc., up and down stairs, across fields and into & out of cargo vehicles.
- Pass PA State Police Criminal Background Check, PA Child Abuse History Clearance, and FBI Fingerprint Clearance.
- Be willing to visit any Philadelphia neighborhood on foot, bicycle or by public transit.
- Commit to following traffic safety laws and using all appropriate safety gear including helmets, lights, etc.

All interested candidates should send the following to [Search@bicyclecoalition.org](mailto:Search@bicyclecoalition.org) by **Monday November 27<sup>th</sup>**;

- An up-to-date resume (no longer than 2 pages)
- A 1-page cover letter explaining why you are interested in working at BCGP and what makes you a good fit specifically for the BCYC Program Coordinator role. Be sure to relay your story in addition to your professional attributes.
- References will be requested as the hiring process moves forward.
- Email subject should read: “[last name] BCYC Program Coordinator application”

**We thank all applicants; we will contact only those selected for an interview**

*The Bicycle Coalition is committed to providing equal employment opportunity for all persons regardless of race, color, religion, national origin, marital status, political affiliation, sexual orientation or gender identity, disability, sex or age.*

1500 Walnut Street, Suite 1107, Philadelphia, PA 19102-3506

P: 215-BICYCLE

F: 267-909-8726