

Free Ride Outreach Clerk

Job Description

Free Ride Community Bicycle Project seeks to hire an Outreach Clerk to perform administrative duties for summer youth programs. Responsibilities include: creating and maintaining a client list, being the point of contact with program clients, recording program needs and costs, communicating Free Ride's capabilities and assessing program needs, working with an Inreach Clerk to develop program cost estimates, performing research and outreach to new programs, and organizing schedules and dates of programs. The Outreach Clerk will work with the Inreach Clerk to plan the number of bikes and supplies needed.

- **Wage:** \$10/hour as an independent contractor
- **Hours per week:** 2-10 hours per week depending on number and size of ongoing youth programs. Hours may increase as programs are added if funding permits.
- **Time Period:** starting immediately, ending September 30, 2011
- **Application deadline:** March 4, 2011

Qualifications

- Experience coordinating with youth and youth organizations
- Strong oral and written communication skills
- Commitment to Free Ride mission and values
- Attention to detail and ability to follow through tasks to completion

Requirements

- Work the position for the entire season
- Be on collective council or complete 16 hours volunteering and attend 2 meetings
- Monthly report-backs (at general meetings or programming committee meetings)
- Complete end of season evaluations

About Free Ride Community Bicycle Project

Free Ride is a collective non-profit community bicycle shop. The organization offers programs to help people from all backgrounds and experience to obtain and learn to maintain bicycles. Specific youth programs work with middle school and high school aged groups during the summer. These programs are focused on teaching bike mechanics in a hands-on setting. At the conclusion of the program, each participant will have a fully functioning bicycle which he or she worked on to refurbish.

How to Apply

To apply to this position, send email to jobs@freeridepgh.org with a cover letter and resume. You may be asked to supply references.