

*Free Ride Youth Instructor Coordinator  
Job Description*

Free Ride Community Bicycle Project seeks to hire an Youth Instructor Coordinator to perform administrative duties for summer youth programs. Responsibilities include: scheduling instructors for programs and confirming with them, maintaining an active list of instructors, keeping a list of potential/interested instructors, creating orientations and orientation packets and organizing trainings for new instructors, maintaining and managing Instructor's paperwork, managing and overseeing instructors invoices. The Youth Instructor Coordinator will work with the Outreach Clerk to plan the number of bikes and supplies needed and prepare the bikes for the youth classes.

- 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 21, 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](mailto:jobs@freeridepgh.org) with a cover letter and resume. You may be asked to supply references.