



## LOCAL MOTION JOB DESCRIPTION

# Bicycle Recycle Vermont Program Manager

[Local Motion](#) is a Greater Burlington VT non-profit organization promoting people powered transportation and recreation for healthy and sustainable Vermont communities. Founded in 1999, our membership organization is going through an exciting growth phase as we expand our popular initiatives such as Complete Streets and Trails, [Bicycle Recycle Vermont](#), [bike ferry service](#), our [Trailside Center](#), the online [Trail Finder](#), and many outreach events. Building an active culture of bicycling and walking in Northwestern Vermont is the unifying passion of our 12 year-round and many part-time employees, our 14-member Board and our 1,000+ area members. Bicycle Recycle Vermont is an initiative that provides refurbished bicycles to persons in need, skills training, and waste diversion in the Greater Burlington area.

**Reports to:** Local Motion's Director of Operations

**Directly Supervises:** Americorps staffperson, many volunteers

**Classification:** Permanent, full-time, salaried position

**Pay:** Commensurate with experience

**Benefits:** Medical coverage, vacation, retirement, flex & comp time, and other benefits as described in Local Motion's Personnel Policies

**Hours:** Weekdays, including one evening per week, and one Saturday morning per month

## POSITION OVERVIEW

[Bike Recycle Vermont \(BRV\)](#) is a non-profit bike shop. We accept donated bikes, volunteers refurbish them, and we provide them to low-income Vermonters. We also have skills and safety trainings for both youth and adults.

BRV is a stand-alone program in the Local Motion family of programs (the shop is located a couple of miles from the administrative office and Trailside Center), so the Program manager has a great deal of both autonomy and responsibility. Weekly meetings with the Director of Operations, BRV's founder and long time volunteer, Ron Manganiello, and the Americorps staff person help with big picture planning, and keep the program on track and integrated with other Local Motion operations.

The BRV Program Manager's responsibilities range from customer service to building and fixing bikes to teaching to supervising to fundraising, all the while maintaining a warm and welcoming shop atmosphere. The position requires the skills of an entrepreneur, yet has the support of Local Motion's management team, website, access to funding, and other resources. The Manager must have very strong organizational and people skills, and be skilled at delegating and supervising.

BRV's customer base is extremely diverse, including new Americans from around the globe, individuals who come from a background of generational poverty, the mentally ill, the recently incarcerated, and low income people from around the area. It is critical for the Program Manager to handle these individuals with sensitivity and in a culturally competent way. Training on cultural competence will be provided but previous experience dealing with diverse populations is expected.

## RESPONSIBILITIES

### BRV Shop Operations

- Ensure smooth daily operation of the BRV operation including having regular shop hours
- Handle preparation and rehabilitation/repair of approximately 500 donated bikes per year for bike distribution program

- Manage customer repairs  
*Note: Program Manager will wrench on both bike builds and repairs personally, as well as teach/manage volunteers and Americorps staffer to do them*
- Supervise paid and unpaid staff involved in the operations of BRV
- Keep accurate and organized paperwork including intake applications, timecards, training documentation, and other materials
- Maintain professional, cooperative relationships with fellow employees, customers, donors and other project stakeholders including bicycle shops, neighboring businesses and residences, etc.
- Create a supportive and welcoming shop culture for recipients, donors, volunteers, funders, and all others
- Follow, model, and teach the highest level of safety practices at all times
- Keep shop clean and organized

### **Volunteers**

- Recruit, lead, supervise, and coordinate a reliable and skilled base of volunteers to carry out much of the bike building and maintenance efforts.
- Train volunteers so that they may gain the skills needed to perform repairs at increasing levels of complexity

### **Bike Recycle Designs (BRD) – “upcycled” jewelry and consumer goods made from used bike parts**

- Supervise and direct BRD staff person, ensuring that production, sales and income goals are met and tracked

### **Funding**

- Participate in fundraising events and activities
- With grantwriter, develop concepts for grant applications to ensure that promises made can be kept (grants are written by the **Manager of Development & Communications**)
- Collaborate in writing grant reports as needed

### **Program Development & Visibility**

- Develop and implement BRV’s short and long term objectives
- With Local Motion staff, identify strategies for sustaining Bicycle Recycle Vermont
- With Local Motion staff, work to heighten the visibility of BRV and clearly convey its connection to Local Motion and other key partners such as area social service agencies and bicycle shops
- Maintain BRV’s web pages and write/develop new content; write regular Walk ‘n Roll news articles

### **Youth Training and Educational Programs**

- Work with LM staff to design, implement, manage and track youth training and educational programs to meet grant commitments and program goals
- Work with community contacts to promote youth training and educational programs
- Collaborate with **Director of Advocacy & Education** on safety skills trainings

### **BRV Mechanic’s Institute (BMI)**

*A new adult skills training initiative based at BRV. Responsibilities yet to be determined.*

## Qualifications

- Two years of previous **social service work** and/or work as an educator required
- **Bicycle repair skills** required
- Excellent **communication and organizational skills** required
- Proven experience working with **diverse populations** required
- Ability to work cooperatively with Local Motion management and Board of Directors required
- Previous experience in **program management** strongly preferred
- Competency in **MS Office suite** of programs & comfort using web based software programs
- **Reliability** and **enthusiasm** a must
- Ability to **lead and empower co-workers and volunteers** required
- Ability to deal with **challenging customers and situations** with sensitivity
- **Ability to lift 50 pounds** and engage in occasional sustained physical labor
- **Valid driver's license required** (though other modes of transportation are encouraged and supported!); ability to drive a 15-passenger van
- **Ability to work evening and weekend hours**-- one evening per week, one to two Saturdays per month

Local Motion is an equal opportunity employer. Women and people of color are encouraged to apply.