

Club Riders Coordinator

2 Positions

WORKING HOURS: 10 hours per week minimum

PAY RATE: \$500 Stipend upon completion; Course credit may be available; letter of recommendation upon successful completion of internship term

VACATION/SICK DAYS: Unpaid, 2 per semester or annually

HOLIDAYS: Unpaid days off

BREAKS/LUNCH TIME: 15 minute break for every 4 hours worked, 30 minute lunch break for every 8 hours.

BENEFITS: Outlined in Employee Handbook

DATES: August 5, 2019 - May 22, 2020

JOB DESCRIPTION:

Club Riders is an introduction to safe commuter-style bicycle riding in a non-competitive positive environment led by experienced caring adults. The purpose of Club Riders is to promote bicycling as a safe means of travel around Bloomington as well as to encourage physical activity and healthy choices by the Boys and Girls Club members. This position is responsible for planning and leading bike rides around town with 5-10 youth. Will report directly to Program Director & Unit Director. Assist in leading nightly staff cleaning and closing of Lincoln St. facility.

QUALIFICATIONS:

1. Prior Youth Work or volunteer experience preferred
2. Individual must be able to work with large groups of youth
3. Must have graduated from High School
4. First Aid, Wilderness First Aid, or Wilderness First Responder certified
5. Must possess prior youth work and cycling experience
6. Must be positive, professional, and self motivated
7. All staff must carry first aid kits at all times
8. At least one staff member must carry a working cell phone

ESSENTIAL JOB FUNCTIONS:

1. Club Riders Coordinators are responsible planning and executing safe rides, maintenance and care of BGCB equipment, educating youth on riding etiquette and safety. Coordinators will also track attendance, location, and distance of rides.
2. Report to Neil Smith.
3. Assume other duties as assigned.

WORK REQUIREMENTS:

1. Demonstrates a high degree of initiative, self-direction and creativity.
2. Demonstrates strong organizational and communication skills.
3. Exhibits professionalism.
4. Maintains excellent working relationship with staff, volunteers and public.



5. Must be able to demonstrate ability to work with people from diverse racial/cultural/socioeconomic backgrounds.
6. Ability to perform gross and fine motor activities required for typing, writing, simple manipulations such as telephone buttons, computer keyboards, fax machine buttons, etc.
7. Ability to work in a professional environment and positively represent organization under various levels of stress.
8. Ability to work on multiple projects and prioritize effectively.
9. Visual acuity for accurate reading, typing, filing and use of computer screen.
10. Ability to work at a rapid pace and where frequent interruptions and changes in plans or deadlines may occur.
11. Hearing is needed for purposes of business related phone communications, public broadcasts, answering incoming phone calls, etc.
12. Ability to lift and carry 15 to 50 pounds for office supplies, audio equipment, and other items needed for the preparation and takedown of special events.
13. Ability to operate a safe mode of transportation for publicity functions/events, transportation of supplies, and meetings.
14. Ability to bend, twist, reach, stoop, squat for filing and retrieval of stored files and supplies.

Send Resume to
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