

Guide Job Description

Organization Overview:

Free Bikes 4 Kidz is a non-profit organization geared toward helping all kids ride into a happier, healthier childhood by providing bikes to those most in need. The public donates gently used bikes, we organize thousands of volunteers to clean and refurbish them and then we give them away to deserving children. In Minnesota, FB4K collects, restores and distributes over 7,000 bikes annually via community organizations through the generous help of over 3,000 volunteers.

Job Purpose:

The Guide is a pro mechanic with a focus on volunteers. The Guide is responsible for training and support for the volunteers working as Preppers or Mechanics in the warehouse.

Work Hours/Structure:

Seasonal position, September 15 - December 15, 2017. Hours range from 25-40 hour per week depending on applicant's availability and coordination with other prepper team members.

Organizational/Reporting Structure:

Reports to Executive Director, works closely with the Warehouse Manager, FB4K Hosts, Bike Recipient Coordinator and Volunteer Coordinator.

Job Tasks/Responsibilities/Accountabilities:

- Assist FB4K Hosts with volunteers when the volunteers arrive prior to Hosts or when in large groups
- Manage, instruct and guide volunteer mechanics
- Train and orient volunteers; ensure volunteer mechanics and preppers complete checklist
- Assist volunteer mechanics and demonstrate as needed
- Share knowledge/teach volunteers
- Identify issues/problems with volunteer mechanic's capabilities and tactfully redirect volunteers to appropriate tasks
- Maintain direction and focus for group in order to identify thoroughness of repairs made
- Organize and manage bike parts inventory and supplies; request as needed, help volunteers make prudent replacement parts decision
- Organize warehouse bike inventory
- Daily opening/closing and prep of warehouse work space for mechanic volunteer team
- Maintain rubber and recycling in the prepper and mechanic areas
- Support Pro Mechanics by performing quality control finished bikes

*Other duties as assigned

Job Qualifications:

- Knowledge/Skills- Must have understanding of function and repair all types of bikes, from single speed to multi-speed and varying types of derailleurs.
- Abilities- Work effectively under pressure, willing to mentor and teach, patient with people just learning skills, respond positively to change, attention to detail, attendance, etc.
- Required Experience- Worked as a mechanic in a bike shop
- Education- Trained on all types of bikes
- Behavioral Attributes- Examples: Willingness to take initiative and work effectively without close supervision, maintain accuracy and quantity of work under pressure of deadlines and changing priorities, adaptable and flexible with change, etc.
- Other related criteria- Must be willing to work a significant number of hours during the height of the 10-week season.
- Previous bike mechanic experience and bike knowledge is a must.
- Ability to be autonomous, prioritize workday, multitask and be detail-oriented.
- Ability to learn in a fast-paced environment.
- Must be able to work both independently or in a team environment.
- Ability to understand and follow written and verbal instructions and take direction well.
- Acceptable appearance and demeanor.
- Ability to create an excellent customer and team experience.
- Good time management skills.
- A sense of urgency and ability to hustle.
- Any combination of education, training, or experience that provides the required knowledge, skills, and abilities.

* This is not an exhaustive or comprehensive list of all possible job responsibilities, tasks and duties.

Submit resume and cover letter to Tia Martinson - tia@fb4k.org with the subject line: Mechanic - Prepper Guide.