



## COMMUNITY BIKE WORKS IS HIRING: MENTOR OUR EARN A BIKE STUDENTS!

Community Bike Works, a thriving youth development organization in the heart of Allentown, seeks a Program Instructor to help students learn through hands-on lessons in bicycle mechanics. In our flagship Earn a Bike and Junior Earn a Bike programs, students are paired with adult mentors for 12 weeks of instruction in bicycle mechanics and bike safety.

### JOB DESCRIPTION

The Program Instructor will teach after-school programs designed to mentor young people while helping them learn skills they need for success. Program Instructors build relationships with students, practice effective classroom management, and teach lessons, while performing needed administrative tasks.

The Program Instructor will:

- Teach Earn a Bike and/or Junior Earn a Bike classes in community schools in the Allentown and Bethlehem school district and at our downtown Allentown bike shop.
- Mentor Earn a Bike and/or Junior Earn a Bike students.
- Assist with bike repairs and in the upkeep of the Community Bike Works bike shop.
- Represent Community Bike Works in the school with school personnel and parents.

### HOURS & SALARY

Earn a Bike instructor positions are available from Monday through Thursday in the afterschool hours, generally from 2 pm to 6 pm. There is also the possibility of additional evening or weekend hours. The hourly rate is \$13 an hour, with opportunities for advancement.

### QUALIFICATIONS

The ideal candidate is a mentor/instructor with the patience and enthusiasm to help children learn and succeed. All employees will be required to complete child abuse clearances. Candidates should have a license and clean driving record. Candidates should be able to communicate in Spanish.

No mechanical background is necessary; training will be provided.

Community Bike Works is an equal opportunity and affirmative action employer. All qualified applicants will be considered without regard to age, race, color, sex, religion, national origin, marital status, ancestry, citizenship, veteran status, sexual orientation or preference, or physical or mental disability.

### TO APPLY

Please submit a résumé and cover letter OR an application (available at <http://www.communitybikeworks.org/staff-and-board.html>) to [kim@communitybikeworks.org](mailto:kim@communitybikeworks.org). Call 610-434-1140 with any questions.