



235 North Madison Street | Allentown PA 18102 | [www.communitybikeworks.org](http://www.communitybikeworks.org) | 610-434-1140

## 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 teach our Earn a Bike or Junior Earn a Bike classes while building relationships with students and performing needed administrative tasks. The Program Instructor will:

- Teach Earn a Bike and/or Junior Earn a Bike classes in schools in the Allentown and Bethlehem school districts and at our downtown Allentown or East Allentown bike shops.
- Mentor Earn a Bike and/or Junior Earn a Bike students, including in class and on bike rides.
- 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 8 pm. There is also the possibility of additional hours. The hourly rate begins at \$14 - \$15 per hour. We also offer additional 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. The ability to communicate in Spanish is preferred.

No mechanical background is necessary; training will be provided. Candidates should be comfortable on a bike or willing to learn.

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.

**APPLY** | Please submit a resume and cover letter that describes your interest in the position to: Mel Cody, Program Director, at [mcody@communitybikeworks.org](mailto:mcody@communitybikeworks.org). Call 610-434-1140 with any questions.