

Youth Program Manager

Employment Location: Salt Lake City

Salary Range: \$45,000-\$50,000

Benefits: Health Insurance including dental and vision, Results-Oriented Work Environment, Paid Leave, Intrastate Travel Accommodations, and Per Diem

Reports to: Executive Director



The Youth Program Manager works collaboratively with and oversees the success of the Youth Program team to implement all aspects of the Youth Bicycle Education and Safety Training (BEST) Program. The Youth BEST Program is a four-hour curriculum that includes on-bike training geared towards students in the 4th, 5th, 6th, and 7th grades across all of Utah. The program gives participants the skills and knowledge necessary to safely and confidently get around by bicycle. The program reaches more than 3,000 students each year and we're working to scale this to even more students in 2022. More information about the program can be found at bikeutah.org/youth.

Roles and Responsibilities

Program Management Training:

- Overall management of the Youth BEST program, staff, budget, and program outcomes
- Work with staff to ensure effective implementation of the Youth BEST Program
- Provide ongoing staff training and support in order to create an effective Youth Program team
- Provide on-call support with staff when they are traveling (e.g. truck/travel coordination and troubleshooting.)
- Support Youth BEST and Bike Utah in their diversity, equity, and inclusion efforts

Administration of the Youth BEST Curriculum:

- Teach bicycle skills and safety to 4th, 5th, 6th, and 7th graders by setting up drills, helping with class management, and coaching students
- Ensure participant and staff safety on the community ride

Program Evaluation:

- Coordinate assessment of Youth BEST Program with students, parents, teachers, and schools
- Successfully track program outcomes, outputs, and improve processes where possible for the following year of operations
- Maintain and manage the reporting of program benchmarks and measurables in the Youth Best Annual Report, grant reporting, and Bike Utah communication channels
- Effectively manage the Youth BEST Program budget

Community Outreach and Communications:

- Reach out to potential community partners to generate interest in and exposure of the program (e.g. local government, media, local bike shops, etc.)
- Identify potential funding sources, such as grants and work with the Development Director on other fundraising opportunities for broadening the impact and effectiveness of the program
- Coordinate and collect program impact stories and media to be shared with the Development Director and in grant reporting

Coordination with Participating Schools:

- Work with staff to schedule the Youth BEST Program at schools across Utah, with a focus on Title I public schools
- Engage in pre- and post-program communication and logistics
- Recruit new schools to participate in the program

Maintenance of Program Equipment:

- Help in maintaining bikes and equipment used for the Youth BEST Program, including purchasing necessary parts and supplies.
- Ensure program vehicles are properly maintained and meet registration and insurance requirements

Perform other related duties as assigned

Position Qualifications

Leadership Skills:

- Demonstrated supervisory experience in a team-based environment
- Ability to work collaboratively as part of a high-performing team, setting and achieving strategic objectives
- Program management and program facilitation experience with strong organizational skills
- Excellent communication skills - interpersonal and electronic

Bicycle Experience:

- Passion for bicycling and the ability to spread that passion to others
- Bicycle maintenance and repair experience required
- Bicycling industry familiarity a plus

Experience in Education:

- Enjoys working with young people preferably in outdoor settings
- Experience in teaching or elementary education preferred

Physical and Travel Requirements:

- Able to travel up to 12 weeks a year usually from Sunday or Monday through Friday to schools around the state. (Transportation is provided)
- Able to bike at least 10 miles in one day
- Able to lift 30 lbs repeatedly (loading and unloading bikes and gear)
- Able to drive a 35-foot box truck
- Willing and able (preferably passionate about) to spend time outdoors in all conditions.

Education / Certifications:

- High School Graduation Required. Associates, or higher college degree (preferably in a related field of study) a plus
- Must have a valid driver's license with a good driving record (no DUIs in last 5 years, and no more than 2 moving violations in the last 3 years)
- CDL certification is a plus
- Basic First-Aid certification also a plus
- Spanish language a plus

Technical Skills:

- Experience and comfort with Google Drive (Docs, Sheets, Calendar, Forms) as well as Slack, Asana, NeonCRM, and multiple social media platforms.
- Experience with writing grant applications and submitting grant reporting

Attitude:

- Solutions-oriented and self-motivated
- Experience in, competency with and sensitivity to, cross-cultural environments
- Enthusiasm for the mission of Bike Utah
- Ability to navigate through changing circumstances during the pandemic and beyond

NOTE: Due to the nature of this role, any successful candidate must successfully pass a Federal and State background check.

How to Apply

Please send a cover letter, resume, and professional writing sample to Crys Lee at crys@bikeutah.org

Application Deadline: Sunday, May 9, 2021 at 11:59 p.m. MST

When applying, put "Youth Program Manager" in the subject line and on all attached documents.

Interviews will take place virtually .

Bike Utah was founded in 2005. We are a 501(c)3 non-profit organization committed to making Utah a better place to ride. We envision a Utah where complete networks of bike lanes, paths, and trails contribute to livable, healthy communities, allowing everyone to ride regardless of age, ability, race or income. www.BikeUtah.org

Bike Utah is committed to a policy of providing employment opportunities to all qualified people regardless of economic or social status and will not discriminate on the basis of race, color, ethnic origin, national origin, creed, religion, political belief, gender, sexual orientation, marital status, age, veteran status, or physical or mental disability.