



more, better & safer bicycling

Job Title: Program Manager

Reports to: Executive Director

Oversees: Education Staff

Status: P/T Hourly Non-exempt, 15-20 hours/week, \$20/hour

JOB DESCRIPTION

Bike Newport is an exciting fast-paced leader in bicycle advocacy. We bring together community programs and leaders to establish positive outcomes for bicycling in Newport and Aquidneck Island, and to influence statewide bicycle planning. Our goal is to get more people on bicycles for both recreation and transportation, and we make progress by focusing on infrastructure, education, and ridership.

Together, staff ensure implementation of Bike Newport's organization values in programs, policies and practices, including economic justice, inclusivity, livable/healthy environment and livable/healthy lifestyles.

Responsibilities:

Reporting to the Executive Director, the Program Manager oversees community bike programs and education staff.

- Supervision: oversee Educators
- Training: oversee recruitment and training of education staff, including paid, volunteer, and interns
- Budget: manage education budget related to personnel and purchases
- Facility: Establish systems and maintain order in all program spaces at all times.
- Program: Set education programs, schedule and staffing; ensure participants gain experience and build confidence in bicycle skills, safety, and basic maintenance; work with partner community agencies to establish program and to train educators
- Materials and Inventory: manage all program purchases; manage all program tools and supplies; ensure security of tools, parts, and facilities; oversee portable Bike Rack inventory
- Tracking: Ensure inventory tracking and participant surveys are implemented, recorded and results tracked, including but not limited to: program attendance, volunteer hours, participant experience, permission forms and waivers, bike donations, bike distribution, and other helpful metrics to gauge need, participation, and progress
- Outreach: Research and present to the Executive Director new and unique ways to reach more people with educational programs and bicycle distribution.