



more, better & safer bicycling

## Job Description: Bike Garage Manager

Reports to: Executive Director

Supervises: Bike Garage staff and volunteers

Bike Newport Mission: to create the conditions that lead to more people biking more often, and to ensure that bicycling is a viable, safe, and comfortable primary choice for transportation and recreation.

### POSITION SUMMARY:

The Bike Garage Manager will oversee Bike Newport's community bike repair program, inventory, equipment, and the staff and volunteers who deliver bike mechanics education and repair services directly to the community. The primary location is the Bike Garage at 62 Broadway, with satellite equipment and services at the Big Blue Bike Barn and Traffic Garden.

The Bike Garage Manager will ensure that the work performed in the Bike Garage is of the highest quality and that all bikes are safety-checked before they leave the premises - including bikes that are sold, earned, loaned, rented, and/or used in education programs.

The Bike Garage Manager will consider and recommend programs and methods to grow and optimize community participation and outcomes.

**WORKING AT BIKE NEWPORT:** 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 three primary areas: safe road infrastructure, road sharing education, and building bicycle culture. We work with intention to ensure equity in access, participation, and leadership, with a focus on removing obstacles to bicycling such as location, personal mobility, income, language, gender, culture, race, and more.

All Bike Newport staff are directly involved in the organization's programs and complete training in safe riding skills and basic bike maintenance. All staff agree to follow the rules of the road, bike for transportation as much as possible, and serve as role models and advocates for safe cycling practices.

Bike Newport is an inclusive environment welcoming to all languages, gender identities, sexual orientations, races, ethnicities, abilities, and walks of life. Together, staff ensure implementation of Bike Newport's organizational values in programs, policies, practices, and trainings including anti-racism, LGBTQIA+ BRAVE Space, economic justice, inclusivity, livable/healthy environment, and livable/healthy lifestyles.

## Primary Responsibilities:

Determine and optimize Bike Garage programs:

- Plan Open Garage hours
- Work with Communications Manager to ensure that programs and hours are accurately publicized
- Recommend new programs that are responsive to participant need and interest, and grow community engagement and outcomes
- Ensure all programs are appropriately staffed
- Ensure participants feel welcome, know what to expect, and have a positive experience
- Ensure all programs follow all safety protocol
- Ensure that all grant-required evaluation are conducted
- Use evaluations and other methods to optimize participation and outcomes

Supervise Bike Garage staff:

- Ensure all programs are adequately staffed
- Ensure all staff are properly trained
- Oversee and optimize staff performance
- Perform timely performance reviews

Oversee Bike Garage volunteers:

- Schedule volunteer hours
- Assign volunteers tasks
- Ensure a positive volunteer experience in the Bike Garage:
- Develop training plans for volunteers
- Train new and existing volunteers
- Track volunteer skills through a database

Oversee maintenance of all active bike fleets, including rentals and education program bicycles:

- Establish systems to perform and document regular evaluation and service
- Ensure that evaluation and service plan is implemented
- Repair as needed
- Track all maintenance and repair, meeting and exceeding standards and requirements

Oversee bike repairs and restorations by staff, volunteers, and participants

- Establish and oversee systems to manage and track receipt, acceptance, triage, storage, repair, and distribution of all bicycles donated to Bike Newport
- Evaluate quality of bikes being donated for acceptance, rejection, stripping or scrapping
- Oversee and ensure quality of all bicycle repairs in Bike Garage programs
- Ensure bike repairs are completed in a timely manner
- Establish and maintain inventory and organization of all equipment
- Ensure final check of all repaired bikes before they leave the premises
- Organize storage areas for easy access
- Price bikes for sale

Oversee Bike Garage spaces for repairs and storage: garage space:

- Establish, optimize, and maintain well-organized spaces
- Establish and maintain inventory and storage of all parts and equipment, new and used
- Establish and maintain secure organization of tools and work spaces

Establish and support education programs

- Ensure that all Open Garage participants are involved in the repair work
- Ensure that all Open Garage participants learn bike safety basics
- Teach bike maintenance and repair skills to Open Garage participants
- Work with the education staff to support bike maintenance and repair aspects of all education programs

Stay apprised, knowledgeable, and current regarding bicycle mechanics and community bicycle repair and maintenance programs.

- Subscribe to relevant discussion groups and newsletters
- Identify and participate in continuing education opportunities both online and in-person.
- Visit other similar programs
- Invite colleagues to visit and share ideas at Bike Newport

**To apply:** Applications will be processed as they are received until the position is filled. Bike Newport seeks to reflect the rich cultural diversity of our community and encourages people from all backgrounds to apply.

Please send your resume and a cover letter explaining your interest in working at Bike Newport and in this position specifically, to Allyson McCalla, [allyson@bikenewportri.org](mailto:allyson@bikenewportri.org).

Thank you for your interest!

*Updated August 2025*