



**Title:** Summer Camp Site Coordinator

**Purpose:** Working in conjunction with direct service staff, provide administrative oversight and management in the delivery of all Freewheelin' youth training, bike education programs, and support outreach/mobile bike lab programs.

**Required Hours:** Full-time/hourly

- 40 hours/week, Monday-Fridays, occasional non-traditional workdays

**Duties and Job Description:**

In this role, the Site Coordinator will assume full responsibility and accountability for:

- Providing administrative oversight in the coordination and scheduling of all Apron (bicycle training) programs, the Bike Lab, and Community and Training Bike Rides;
- Coordinate the securing the necessary staffing (contracted or volunteer), supplies, equipment and space needed to deliver scheduled programs to ensure effectiveness.
- Providing administrative support of the Youth Education and Employment Training (YEET) apprentices by co-coordinating submission of bi-weekly apprentice timesheets and other information required for payroll purposes.
- Serving as the organization's primary liaison between youth participants and their families, helping to recruit, enroll, and retain participants in programming ;
- Collecting enrollment data and training outcomes of all Freewheelin' participants using organization client management system;
- Managing and submitting data and statistics for program management, funding, reporting, and evaluation purposes.
- Manage all volunteers who work in the youth education programs.

***Specific Responsibilities include:***

**Administrative Oversight of Youth Bicycle Programs and enrichment camps**

- Develop and implement an outreach plan to identify, recruit, enroll, and retain youth in Freewheelin' youth bicycle training programs:
  - Cultivate with youth serving organizations to provide program & outreach collaboration opportunities; establish and manage the formal partnerships with these partners;

- Monitor and manage all inquiries, registration and collection of required bicycle training program information and fees from the public.
- In coordination with the program coordinators, secure and schedule the necessary staffing (contracted, hourly, or volunteers) to assist in the delivery of bicycle programming and secure training location;
- In coordination with the Director of Retail Sales and Operations, secure supplies, equipment and tools to deliver scheduled programs;
- Serve as the liaison between youth participants and their families during programming, communicating relevant information about the programs.

**Administrative support of the Youth Education and Employment Training (YEET) Program**

- In cooperation with the administrative, program and retail management staff, assist with submission of Apprentices timesheets and requested reporting.
- Provide oversight and supervision to YEET Apprentices.
- Supervise YEET staff members, volunteers, and mentors.

**Data Development and Management**

- Input and track all contact information and demographic data for all Freewheelin' program participants into the organization's client management system;
- Input and track training program completion and relevant outcomes for every program participant.
- Working with leadership, provide data and information in the preparation of grant requests and final reports.

**Volunteer Management**

- Respond to all organization volunteer inquiries, providing information regarding opportunities and requirements.
- Interview and conduct background searches of all volunteers working directly with Freewheelin' Youth; integrate qualified, vetted volunteers into program.
- Work with volunteers to coordinate availability and volunteer schedules.

**General Support:**

- Support organization events, presentations, and attend regularly scheduled leadership team meetings.
- Understand and promote Diversity and Inclusiveness.

**Physical Requirements:**

- Some lifting up to 50 lbs will be required, as well as the ability to bend, stand, and file
- Must be able to move on your feet for up to 8 hours at a time

**Work Environment:**

- Non--traditional work environment in a warehouse classroom space; off site

**Qualifications:**

- Bachelor's Degree preferred
- Experience in project and program management is preferred
- Experience recruiting, managing, and working with youth
- Experience in training and managing volunteers
- Experience with data reporting and data management is preferred
- Basic bicycle mechanics skills is preferred but not required.
- Strong verbal and written communication skills,
- Attention to detail
- Proficient in Microsoft Office, Google Drive; experience with a CMS is helpful
- Public speaking and instruction skills.

**Reports to:** Executive Director

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

**Acknowledgement of Responsibilities**

By signing and dating below, I, \_\_\_\_\_, agree to the terms of this job description.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please submit cover letters, resumes, and references to [info@freewheelinbikes.org](mailto:info@freewheelinbikes.org)*