

NOW HIRING -- Youth Programs Coordinator

The Recyclery Collective is an educational bike shop that promotes sustainability by giving access to tools, skills and opportunities for collaboration.

Job Description: The Recyclery Collective is hiring a *Youth Programs Coordinator (YPC)* to reboot our multiple youth program collaborations as well as our in-house youth programs after a year of pandemic shutdown. In collaboration with the Collective the YPC will explore opportunities for growing our youth programming both on- and off-site.

The position requires excellent relationship-building skills and the ability to work well with people of all ages, especially young people. The YPC will work 12-32 hours per week with a fluctuating schedule depending on how many hours of youth programming instruction they take on personally, with summers being peak season. The position starts at \$17.00 per hour.

Responsibilities include:

- Scheduling and staffing on- and off-site youth programs, including
 - Working with Chicago Public Schools to increase our role in local after school activities at the elementary, middle and high school levels
 - Working with After School Matters and several other community partners in Chicago and Evanston
 - Identifying, hiring and training qualified Youth Program Facilitators for specific programs
- Cultivating a robust youth culture at The Recyclery and nurturing youth leaders
- Planning bike-based field trips to expose local youth to exciting adventures
- Communicating with parents and families
- Ensuring the safety of all youth participants throughout programs
- Contributing to grant writing efforts surrounding Recyclery youth programs and collaborating with the Recyclery bookkeeper to expend allocated funds
- Occasional transportation of bikes and related materials to and from off-site locations

Necessary Skills and Qualifications:

- Minimum of two years of related work experience or equivalent
- Excellent written and verbal communication skills
- Ability to focus on short term and long term goals
- Comfort with logistics and scheduling
- Ability to communicate with people of varying ages and backgrounds
- Outstanding interpersonal skills
- Dependable, dedicated, flexible and creative
- Self motivated and able to take initiative and set one's own tasks
- Strong work ethic and a willingness to ask for assistance
- Interest in furthering the mission of The Recyclery and commitment to upholding our safer space guidelines
- Basic knowledge of bicycle mechanics and/or interest in learning quickly
- Familiarity with Google Drive and social media
- A valid driver's license

Working with the Collective: The Recyclery is run by a Collective which meets twice a month to decide issues impacting the direction of the organization and operates using a consensus process. Staff are always encouraged and welcome to join meetings, and whether or not they attend, staff are expected to report on their work, share their point of view, contribute to the agenda, and help to enact the decisions made by the Collective. In the event that the Collective specifically requests that staff attend to address particular needs, staff are paid for their time during the meeting.

The Recyclery Collective is an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ethnicity, religion, sexual orientation, veteran status, national origin, or disability. While performing the duties of this job, the employee is regularly required to talk or hear, sit, use hands, and reach with hands and arms.

Please email cover letter and resume to info@therecyclery.org NO PHONE CALLS PLEASE

