



Job Title: Bicycle Coalition Youth Cycling Program Manager

Compensation: \$40,000 - \$45,000

Status: Exempt, Full Time

Start Date: March 16, 2020, Flexible

PURPOSE AND GENERAL DESCRIPTION

The Bicycle Coalition Youth Cycling (BCYC) Program is part of the Bicycle Coalition of Greater Philadelphia's (BCGP) education department. The program works with youth ages 12 to 18 throughout Philadelphia in building healthy habits, leadership, and independence through the sport of cycling. BCYC builds entry level to advanced competitive cycling skills with its teams through progressive program tiers and embraces pillars of positive youth development through sport to inspire and nurture the growth of the whole athlete.

The Bicycle Coalition Youth Cycling (BCYC) Program Manager is responsible for supervising the development and successful implementation of the BCYC Program. They are charged with overseeing program plans, supervising and training staff, facilitating youth leadership programs, and expanding the awareness of this work throughout the region to build support. The Bicycle Coalition Youth Cycling (BCYC) Program Manager will report to the Education and Social Impact Director. The ideal candidate is a well-organized, detail-oriented, and resourceful individual with strong communication skills who enjoys a workplace that is fast-paced and varied.

REPORTING RELATIONSHIPS AND WORK ENVIRONMENT

BCYC Program Manager

- Reports to the Education and Social Impact Director.
- Works in close collaboration with the BCYC Coordinator.
- Works primarily out of the BCGP Education Center as well as on site where programs operate (West, Northwest, and North Philly as well as event sites across the region).
- Works outdoors and on weekends and evenings as needed, especially from March – August.

DUTIES AND RESPONSIBILITIES

1. Staff Management

- Recruit and hire qualified coaches to staff all core and All Star programs.
- Design and conduct coach trainings at the launch of each program season.
- Supervise and support coaches through on site mentorship, bi-weekly coaches calls, and in-person meetings.
- Manage the full-time BCYC program coordinator.



2. Program and Event Planning

- Oversee core site activation, including securing faculty meetings, student recruitment, coach placement, and scheduling and ensuring site agreements are in line with the program's budget and strategic plan goals.
- Review and update coaching manuals and curriculum to prepare teams for successful program continuity.
- Collect and analyze impact management data such as attendance, pre/post surveys and evaluations.
- Plan, oversee, and occasionally chaperone All Star events, races, and field trips in collaboration with All Star Coaches.
- Lead visioning, goal setting, and strategic planning for program evolution and growth in collaboration with youth stakeholders and community.

3. Youth Leadership Development

- Continue to develop the BCYC Leadership Ladder, including Youth Advisory Committee, BCYC CycleSquad, All-Star Team and related youth development opportunities.
- Recruit Youth Advisory Committee (YAC) members each year and lead regular meetings to elevate the youth voice in BCYC programming while mentoring youth in a variety of leadership strategies.
- Generate a diverse set of opportunities for All Star athletes to grow their leadership potential through Boss Up, Career Day and CycleSquad Programming.
- Manage and coordinate annual renewal of Scholarship Mentors, contracts and awards.
- Co-Manage the BCGP Education Center, ensuring it is an accessible, positive, and productive environment for All Stars and BCGP extended community.

4. Program Development

- Assist the Development team with donor cultivation, sponsorship and events.
- Assist Education and Social Impact Director with grant writing and reporting.
- Deliver presentations and reports about the BCYC program to a variety of audiences.
- Maintain BCYC communications and marketing channels, such as Facebook and Instagram.
- Make regular contact with donors and sponsors with photos, updates, and gratitude.

QUALIFICATION AND SKILLS

There are many moving parts to the Bicycle Coalition Youth Cycling program, including coordination with sites, managing a team of coaches, inventory management, volunteer recruitment, communicating with parents, raising money for the program, and most importantly, supporting the youth athletes. The ideal candidate for the BCYC Program Manager role is someone who has a passion for cycling and youth development. Candidates should also be confident that their skill sets and talents are a match for all of the following categories that are essential to BCYC's success:



- **ORGANIZATIONAL SKILLS:** The Program Manager will have superior organization and communication skills, including attention to detail and prompt email and phone response time. Flexibility and resourcefulness during unexpected challenges are both keys to success.
- **TEAM / GROUP MANAGEMENT:** The Programs success relies on a manager with natural leadership skills. Strong candidates will have experience managing others, be comfortable making decisions and leading team meetings and trainings. The Program Manager will set the tone for interacting with youth, including how coaches manage and hold youth accountable and how youth voice is incorporated into decisions; therefore, a candidate with team, classroom and/or group management skills is essential.
- **STRATEGIC VISION:** Beyond the day-to-day operations, we are looking for a leader who can set a vision for BCYC's future and help develop the means to make that vision a reality. This person will help guide the future of BCYC during BCGP's strategic planning process and implement the collaboratively created goals with the support of the BCYC community.

ESSENTIAL QUALIFICATIONS

The candidate should have the following qualifications:

- A commitment to the Bicycle Coalition's mission: to make bicycling safe and fun for anyone who wants to ride in the Philadelphia region.
- Ability to communicate comfortably and effectively with people of all ages, abilities, cultural groups, economic status or sexual orientation.
- Ability to write and speak in a professional, friendly and accurate manner.
- Ability to stay calm and collected in challenging situations.
- Ability to resolve potential conflict and de-escalate.
- Experience bicycling, walking and/or using public transportation in Philadelphia.
- Willingness to travel in any Philadelphia neighborhood via bicycle.
- Commitment to following traffic safety laws and using all appropriate safety gear including helmet, lights, etc.
- Punctuality and professionalism.
- Proficiency with Google Suite.

DESIRABLE QUALIFICATIONS

Candidates with these qualifications will be prioritized:

- Existing relationships with diverse Philadelphia cycling communities, schools, neighborhood associations, community groups, etc.
- Previous non-profit, community organizing, and/or youth development experience.
- Familiarity with youth development and education.
- Experience with cycling as a sport, competitive or otherwise.
- Event planning and promotion experience.
- Valid Driver's License.
- Experience with the Salesforce database .

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HOW TO APPLY

All interested candidates should send the following to Search@bicyclecoalition.org:

- An up-to-date resume (no longer than 2 pages).
- A 1-page cover letter explaining why you are interested in working at BCGP and what makes you a good fit specifically for the Bicycle Coalition Youth Cycling Program Manager role. Be sure to relay your story in addition to your professional attributes.
- References and clearances will be requested as the hiring process proceeds.
- Email subject should read: “[last name] Bicycle Coalition Youth Cycling Program Manager Application”.
- Applications will be accepted and reviewed on a first come first serve rolling basis.
Applications received before February 20th will be prioritized.

We thank all applicants; we will contact only those selected for an interview.

The Bicycle Coalition is committed to building a staff that matches the diversity of the communities we serve, and strongly encourages people of color to apply. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability status, protected veteran status, or any other characteristic protected by law.