



August 19, 2024

Position: Red Shed Bicycle Education Program Manager

The Woonasquatucket River Watershed Council (WRWC) seeks a confident and enthusiastic educator to join our bicycle education team. The **Bicycle Education Program Manager** will serve as the lead instructor for our Bike Camp and Rhode to Bicycle Safety programs, and occasional after-school programs. All programs include on- and off-bike instruction covering the rules of the road, bike handling skills, safety, and basic bike maintenance.

The Program Manager will also manage certain administrative and logistical aspects of program delivery including school and parent communication, equipment maintenance and transportation, and program supply management.

This role is very physical in nature and requires abundant enthusiasm and high levels of energy.

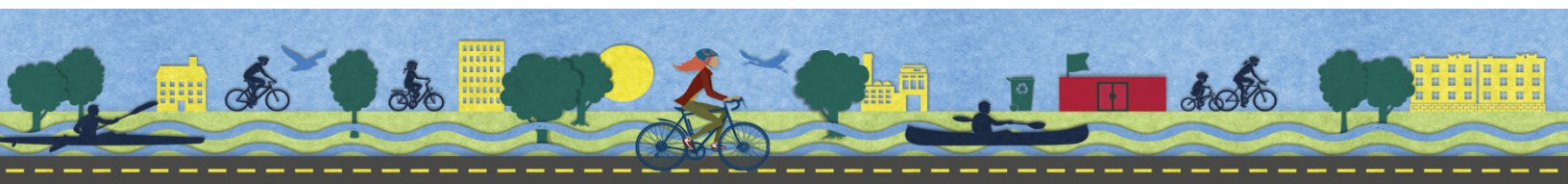
Who we're looking for:

You might be just who we're looking for if you:

- Have experience and enjoy working with K-8 students
- Are a confident and enthusiastic cyclist
- Believe in the benefits of cycling for individuals and communities

Key Responsibilities

- Prepare and deliver bike education programs in a professional, enthusiastic and engaging manner;
- Manage program equipment and supplies; track and report maintenance and inventory needs
- Positively engage and motivate students during on-bike and off-bike instruction sessions (in both large and small groups);
- Support Bicycle Program Director in administering program evaluation activities such as pre- and post- course surveys;
- Communicate consistently and promptly with Bicycle Program Director regarding scheduling, course feedback, and any incidents that occur while on-site;
- Follow all safety procedures.



Required Qualifications

- Experience working with K-8 youth in an educational setting
- Flexibility and enthusiasm
- Strong cycling skills
- Experience maintaining positive and professional relationships with children and adults in diverse settings
- Strong organizational & time management skills
- Driver's license and reliable transportation to schools throughout Rhode Island
- Clear criminal record check (Rhode Island BCI)
- Basic proficiency in Microsoft Office & Google suites

Preferred Qualifications

- Nonprofit program management experience
- Bike Maintenance & Repair Skills
- Spanish Language fluency

Employment Terms & Timeline

This is a salaried full-time, year-round position. Working hours will change throughout the season according to program needs.

In-school programs run late April through mid-June and September through October. Programs take place during the school day, generally between 8am and 3pm. Some early starts may be required for travel to program locations.

Red Shed Bike Camp runs for 7 weeks from early July to mid-August and is staffed from 8:30am to 3:30pm.

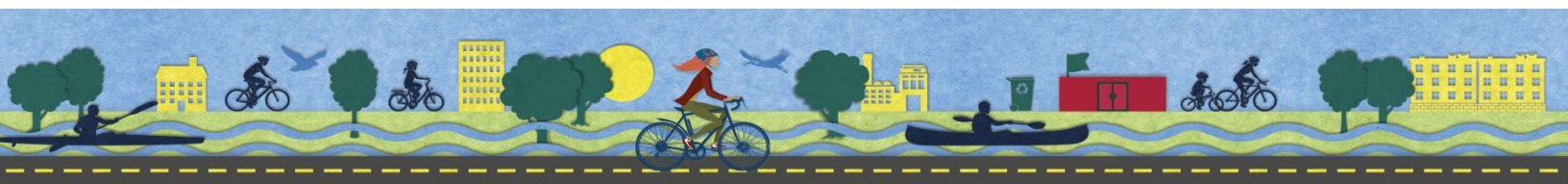
Ideal candidates have flexible weekday daytime availability and occasional weekend work availability. Instructors must be willing to travel throughout Rhode Island.

Compensation: \$45,000-\$50,000 depending on experience

To Apply:

Submit one PDF document that includes a cover letter and resume to dgreen@wrwc.org with "Bike Education Program Manager Application" in the subject line.

Applications will be reviewed on a rolling basis.



EQUAL OPPORTUNITY

WRWC is an equal opportunity employer. We do not discriminate against employees based on race, color, religion, sex, national origin, age, ability, or genetic information.

WRWC enthusiastically encourages BIPOC (Black, Indigenous, people of color) and Spanish speaking residents within the Woonasquatucket River Watershed: Providence, North Providence, Johnston, Smithfield, North Smithfield and Gloucester—to apply.

About the WRWC

The mission of the Woonasquatucket River Watershed Council (WRWC) is to create positive environmental, social, and economic change by revitalizing the Woonasquatucket River, its Greenway and its communities.

About the Red Shed

The Red Shed is the home of bicycle education programs at the Woonasquatucket River Watershed Council (WRWC), an environmental nonprofit in Providence, Rhode Island. Our main programs are **Red Shed Bike Camp**: a seven-week summer camp for children ages 8-12; and **Rhode to Bicycle Safety**: an in-school program for 5th grade students. We also partner with schools and community groups to offer after-school programs, adult bicycle education workshops and more. We work with over a thousand students each year. Bike Camp programs take place in Riverside Park in Providence. Our school and community programs take place at locations throughout Rhode Island.

