



JOB DESCRIPTION:

Retail Coordinator (part-time)

25 hours/week at \$12.50/hour

Description: This individual is responsible for managing the Open Roads retail bike shop. It requires excellent communication skills, organizational skills, retail knowledge, and bike mechanic knowledge. This position shares responsibility and closely collaborates with the Program Manager and Executive Director. This individual will be a part of the Open Roads Leadership Team.

Availability Required on: Thursdays, Fridays, and an additional weekday of your choice. Availability required most Saturdays, May-August.

Sales

- Develop strong relationships with wholesale supply company and dealers
- Accept bikes for drop-off service and donation
- Coordinate pricing of all new and used parts
- Utilize Point of Sales system
- Coordinate sale of bikes, bike racks, and assorted parts and accessories
- Place orders for new parts and supplies as needed

Management

- Assist Program Manager with Apprenticeship program, i.e. teaching teen Apprentices basic mechanics, customer service, and professional business skills
- Attend and co-host weekly staff meetings
- Schedule and oversee all Shop Mechanics
- Manage inventory of donation bicycles
- Host and organize Saturday Adult Open Shop programs June-August
- Develop best practices for organizing inventory of new and used parts, bicycles, and wheels
- Coordinate scrap metal pick-up

Mechanic

- Coordinate and execute repair services on bikes and prepare select donation bikes for sale floor
- Approve safety and functionality of sale and serviced bikes and program bicycles
- Keep tool supply updated and in working order
- Assist Bike Mechanic Instructors as needed with program bike repairs

For immediate consideration, please submit a resume and cover letter to:

director@openroadsbike.org

The position will remain open until filled.

Note: *Open Roads Bike Program is a 501c3 nonprofit organization. Our mission is to teach youth bike mechanic skills and social skills in order to better prepare them for their future. Our programs help youth earn bikes, repair bikes, and learn vocational and leadership skills. Our small-scale bike shop opened in June of 2015 in order to teach job skills to teen Apprentices and act as a platform for community outreach. The shop revolves around a hands-on, youth-centered, do-it-yourself experience. Its existence helps us financially sustain our work.*