

## **Job Description**

**Title:** Bike Coordinator Assistant

**General Hours of Work:** 45 hours per week

**Exempt/Nonexempt:** Exempt

**Reports to:** Bike Ministry and Volunteer Coordinator/Outreach Pastor

**Position Summary:** Provides leadership and organization to the Geared To Empower Bike Ministry. Duties include:

- Assisting guests with bike repair
- Repairing and pricing bikes for distribution
- Training and assisting volunteers
- Salvage parts for bike repair
- Maintaining a good supply of bikes for volunteers to work on and for guests to purchase.

### **Education and/or Experience:**

- The Bike Coordinator Assistant will be a person with a heart for God and people. College Degree is preferable but not required.
- The preferred candidate will comprehend the Center of Hope's contribution to Church and society in order to articulate the Center of Hope's mission, values, vision, and compelling cases to multiple audiences, one-on-one, and through formal proposals and presentations.
- Experience with bike repair.

### **Certification, Licensure and Certifications:**

Certificates of "Bicycle Mechanics Training" helpful but not required  
High School or equivalent diploma

### **Essential Functions:**

1. Serves as a member of the Center of Hope staff.
2. Share the gospel in a natural non-threatening way.
3. Serves as an advocate and liaison to community agencies.
4. Day-To-Day Operations of Geared To Empower Bike Ministry
5. Communicates and collaborates with bike shops in the community on behalf of the Center of Hope.
6. Developing Bike Ministry volunteer through training
7. Implement goals and vision set forth by the board.

**Specific Responsibilities:**

- Create an atmosphere of fellowship with volunteers and guests.
- Become proficient in the knowledge of bike repair.
- Organize the bike shop and keep it clean. In doing so, you provide the best place for volunteers and guests to work.
- Price bikes consistent with other prices in the community.
- Look for bike supplies (bikes or bike parts) maintaining a relationship with bike shops in town. Calling area Universities, Prison, and small town Police dept finding used bikes for repair.
- Maintain the bike shop hours of operation using staff or volunteers.
- The goal of the Geared To Empower program is to continue to grow into a family of volunteers who want to seek out the Word, grow in God, and use the program as an opportunity for Word and Deed as shown in the Bible.
- Any other duties as assigned

**Required physical abilities:**

**Physical demands of the job generally described:** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand, walk, sit, and climb stairs. The position requires finger dexterity, good color vision, good hearing, good vision and speaking skills.

**Lifting requirements:** The employee may occasionally need to lift and/or move 40 or more pounds.

**Exposure to other physical hazards:** May occasionally be exposed to chemicals and other body fluids if providing first aid to a guest, or volunteer.

**Cognitive/Mental Requirements:** The position requires reading, mathematics, writing, analyzing data or report information; drawing conclusions from written or computer generated materials; developing plans, procedures, goals, strategies, budgets or processes based on data analysis of experience; creating methodologies for accomplishing a goal; evaluating performance of others; directing activities of others to persons and/or other resources; and directing activities of others to accomplish a goal.

**Responsibilities, expectations, and standards**

**Adherence to COH vision/mission:** The person in this position functions consistent with Center of Hope vision and mission.

**Maintain confidentiality:** Center of Hope donors have an explicit right to confidentiality. Ministry staff will maintain standards of confidentiality for all donor information. Donor and other information is to be shared only with team members and volunteers as appropriate. Information may be shared with others (outside agencies) only after proper releases have been obtained. All staff are held accountable for the confidentiality of communications between clients and staff and all information in the physical and electronic donor records. Since the nature of our relationships is one of trust, respect and personal commitment to our donors, the Ministry expects employees to reinforce these concepts and refrain from discussing proprietary or confidential information.

No records or lists will be maintained where they may be seen or read by other people we serve or members of the community. All office files and records created by employees of Center of Hope for the purpose of administering the offered programs and services are considered the property of Center of Hope.

**Willing to lead others to Christ, to pray with them, and disciple them:** The preferred candidate should have a faith in Jesus Christ that when presented with an opportunity to share their faith, they are confident to do so. The preferred candidate is a person who has the ability to work with many different kinds of people-groups. These groups may be believers in the Christian faith or not. The preferred candidate should be of the integrity to not accept gifts that do not line up with core principles of the ministry.

**Other**

**Acknowledgement statement**

I acknowledge and will adhere to the above duties to the best of my ability.

Printed Name (to be typed in when applicant agrees to terms)

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Executive Director \_\_\_\_\_ Date \_\_\_\_\_