

PIMA PREVENTION PARTNERSHIP

AmeriCorps Position Description

Position Title: AmeriCorps Member, Bizanteen Bike Program (Quarter-Time (450 hours))

Quarter-Time: Completion of 450 hours by August 31, 2017

Contract period: 9/1/16-8/31/2017

Average of: 14 hours per week or more as needed

Living Allowance: \$3,315.00

Education Award after completion of service: \$1,250.00

Position Description: AmeriCorps Member will have access to vulnerable populations and will be responsible for working with youth in a bike shop and helping the youth learn about bikes and specifically bike refurbishing. Members will also help to establish the program and find ways in which Bizanteen Bikes can reach its fullest potential. In addition, AmeriCorps members in the Bizanteen program will help guide the program into self-sufficiency through selling the refurbished bikes to low-income community members.

- Training and supervising teens to refurbish bicycles;
- Procuring and maintaining inventory as well as tools, equipment and work spaces;
- Marketing bicycles
- Transporting inventory to venues and overseeing sales; and
- Establishing and maintaining community relationships.

Education: High School Diploma or GED required. College classes a plus.

Specific Duties:

- Recruit and select interested youth from the community.
- Train youth members in bike building and repair.
- Maintain safe, secure and productive work environment, inventory, equipment, and tools.
- Seek donations of bike parts and tools and maintain productive partnerships with regular donors of bicycles and bicycle parts and tools.
- Contribute to the development and execution of Bizanteen Bikes as it finds ways to creatively become self-sufficient.
- Increase youth members' bicycle awareness, including bicycle safety and culture.
- Supervise youth volunteers during all Bizanteen activities, including community and educational events
- Complete program documentation in a complete and timely manner as assigned.

Necessary Skills:

- Knowledge about bike building and repair and/or business development.
- Strong planning and collaboration skills
- Demonstrated ability to effectively engage and work with low-income teens.
- Excellent organizational skills

- Ability to work with a team and to be a self-starter
- Ability to maintain effective working relationships with people of varied social, cultural and educational backgrounds.
- Proficiency with oral and written communication Excellent overall computers skills including Microsoft Office, databases, and spreadsheets
- Reliable, insured vehicle for work related travel
- Ability to obtain a current certification in Standard First Aid and CPR
- Ability to obtain a Arizona fingerprint clearance card, clear an updated verification check for cards that have been previously issued and updated FBI checks as well as be cleared by a national public records sex offender check (This position will have access to vulnerable populations)
- Ability to obtain a valid Arizona Driver License and able to be insured under PPP's vehicle standards

Physical Requirements:

- Must be at least 18 years of age.
- The physical demands and work environment characteristics described here are representative of those that must be met, or are encountered, by an employee to successfully perform the essential functions of this job.
- While performing the duties of this job, the employee is regularly required to sit, talk, and hear. The employee is occasionally required to stand, walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required include close vision, distance vision and the ability to adjust focus. The noise level in the work environment is usually moderate.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

For more information, please contact:

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