

Title: Programming Assistant
Reports to: Director of Programming
Pay Range: \$18-\$22/hour + Benefits

Overview:

The mission of Lucky to Ride@ is to empower at-risk and disadvantaged youth, using the bicycle as a tool to foster positive life skills, healthy youth development and a sense of fun and adventure. Bicycling offers an option other than walking/hiking, for youth and families to be active in the outdoors. Since we opened our doors in 2004, we have served largely low-income, at-risk and disadvantaged youth from across the Denver metro area. We operate the following main programs:

- Ride Program – In partnership with other youth-serving agencies, we provide half and day-long mountain bike experiences for at-risk & low-income youth (age 10-23). We provide bikes, helmets, snacks and trained ride leaders. Meeting the partner agency youth at a designated ride location, riding trails challenges youth to exceed their expectations and the great outdoors becomes the classroom to teach an appreciation and awareness of the natural environment. On average, it costs us \$50 per child to operate a half day ride and \$75 per child for a full day ride.
- Learn-to-Earn Program and Lucky Bike Club – Disadvantaged youth (age 10-23) can earn a bike of their own by completing our training course covering the fundamentals of bike repair/maintenance and the rules of urban bike safety. We offer trainings off-site, at a school or at another agency able to provide space for our training/repair program plus bike storage throughout training. We bring the staff, necessary bike tools and equipment to the host site. On average it costs us \$250 per child to provide a course of five 2-hour sessions.
- Youth@Work Program – This program provides 14-20-year-old youth with supervised, hands-on work experience at our full-service bike shop, Lucky Bikes Re-Cyclery. These youth gain valuable work experience in a supportive environment.
- Southwest Metro Mountain Bike Team – This program provides underserved high school youth with an opportunity to take part in the High School Cycling League and compete in races across Colorado while getting the experience of camping out and enjoying the outdoors while developing skills as a rider and building lasting relationships with teammates.

The Program Manager working with the Executive Director will help ensure the success of Lucky to Ride™ through providing quality programming to a variety of partner organizations and the youth they serve.

Position

Reporting to the Director of Programming, the Programming Assistant will be responsible for supporting the operational success of programming at Lucky to Ride™. They will assist with the hiring and training of instructors, ride leaders and Youth@Work interns, maintain communication with partner organizations, assist with onboarding new partners, help ensure quality program delivery and aid with the maintenance of fleet bikes and equipment.

Responsibilities

- Serve as the ride leader for Ride programming
- Serve as the instructor for LtE programming
- Prepare all equipment and fleet bikes and ensure that everything is in working order
- Oversee all ride and LtE logistics (loading/unloading vehicle, transportation, equipment, safety, paperwork)
- Review and follow all Standard Operating Procedures and protocols set forth for both programs
- Ensure safe riding skills are being implemented during all rides and classes
- Practice proper trail etiquette
- Support oversight and direction of volunteers
- Assist in recruiting, hiring, onboarding, and training of programming staff, interns and contractors
- Help build and cultivate relationships with partner organizations
- partner organization
- Aid in fostering a professional and fun educational culture
- Assist in the recruitment, training, and management of contractors, volunteers, and interns
- Adhere to consistent, objective program performance standards of accountability
- Possess the ability and comfort to work with adults and youth 10-18
- Perform any other duties necessary to the success of Lucky to Ride

Qualifications

- A commitment to and passion for the mission of Lucky to Ride™
- Experience working with youth in an educational activity capacity preferred
- Basic bike mechanic's skills
- Excellent verbal and written communication skills
- Exceptional Attention to detail
- Ability to ensure protocols and procedures are followed
- Ability to work with information technology staff to implement program evaluation systems and reporting tools
- Experience working and collaborated with a dynamic team
- Personal qualities of integrity and credibility
- Knowledge of bicycles highly desirable
- Ability to lift up to 35lbs of weight
- Physical demands: Ability to lift weight up to 35 lbs., ride bikes for extended distances, among other activities

NOTE: This job description is intended to describe the general nature and level of work performed. It is not intended to be a complete list of all responsibilities, duties and skills required of employees performing this job. Furthermore, this job description does not establish a contract of employment. Lucky to Ride may change job descriptions at any time, with or without notice as service needs require.

COVID-19 requirements: Lucky to Ride™ adheres to the recommendations of the CDC regarding vaccinations, boosters and the wearing of masks.



Non-Discrimination Policy 2017

This policy defines Lucky to Ride's position on discrimination. This policy applies to all Lucky to Ride's board members, employees, contractors, and volunteers. Lucky to Ride aims to be a fully inclusive organization that does not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, military status or political affiliation. This policy also applies to internal promotions, trainings, and opportunities for advancement, terminations, and relationships with outside vendors and customers, and in dealing with the general public. All persons representing Lucky to Ride have reviewed and affirmed that they know, understand and agree with this Non-Discrimination policy.

Reaffirmed on 04/01/2019.