



Job Description YEP Works, Bike Mechanic

Organizational Summary

The Youth Empowerment Project (YEP) is a community-based, 501(c) 3 non-profit organization that provides an array of services to underserved youth in the Greater New Orleans region. YEP provides the highest quality services to all of our youth and their families.

YEP's Mission

The Youth Empowerment Project engages underserved young people through community-based education, mentoring and employment readiness programs to help them develop skills and strengthen ties to family and community.

YEP's Vision

YEP envisions a community where all people have access to the opportunities, skills, resources and relationships they need to actualize their potential.

The YEP Works Employment Bike Mechanic must share YEP's **Core Values of:**

RESPECT YEP believes all people have value and should be treated with dignity.

INTEGRITY YEP is honest and sincere.

PROGRESS YEP believes in ongoing learning and innovation.

KINDNESS YEP is caring and generous.

ACCOUNTABILITY YEP is responsible to its participants, families, community, donors and other stakeholders.

Position Responsibilities

Although the following list is not exhaustive, it covers a range of the Bike Mechanic's responsibilities:

- Diagnose bike repair and maintenance issues of bicycles for both sale and repair
- Complete bike repairs (e.g. fix flat tires, adjust/replace brakes, brake levers, and brake cables, adjust/replace gear shifters, derailleurs, and gear cables, true wheels, adjust/replace chains, repack hubs and bottom brackets, adjust bike fit, etc.), ensuring the safety of every bike that leaves the shop.
- Staff the retail part of the bike shop assisting customers as needed
- Assist with teaching regular hard skill training classes with youth training participants
- Assist with managing and tracking bike shop inventory (bicycle parts as well as donated bicycles)
- Maintain clean and organized work space
- Develop healthy, caring, and professional work environment for youth participants
- Collaborate and share information with other YEP Works staff to best meet the holistic needs of all youth served

Training

The Bike Mechanic will receive ongoing, on the job training from veteran YEP instructional staff members in areas that include effective communication with youth, positive mentoring and understanding applicable professional, ethical, and legal rules. This position assumes advanced bicycle knowledge as described above, but additional training opportunities may occur through on-going professional development and technical training.

Qualifications

- Must be at least 18 years old
- High School Diploma or its equivalent (GED/HiSET) required, some post-secondary education preferred.

- In depth knowledge of bicycle repair is a requirement, 2-3 years of professional bike repair experience preferred. Technical skill level and extensive prior work experience with target population will be considered in lieu of formal education.
- Driver's license and comfort driving a box truck preferred
- Commitment to YEP's mission/supporting and working with youth
- Able to supervise, lead and motivate youth
- Experience working with underserved youth strongly preferred
- Possess excellent organizational and communications skills
- Creativity and flexibility in solving problems and addressing challenges
- Ability to manage time effectively
- Ability to work autonomously and as a team
- Ability to work "hands-on" and deliver technical skills instruction to groups of participants
- Must be able to work under stress
- Dependable and has an excellent work ethic
- Must be flexible and able to make adjustments to roles and responsibilities as the YEP Works program develops and expands

Salary and Compensation

The rate for this position is competitive and commensurate with experience with both bikes and working with youth. If full time, the position comes with an excellent benefits package.

**To be considered for this position please email your resume and cover letter to jobs@youthempowermentproject.org.
NO PHONE CALLS, please.**