



Youth Instructor (Part-Time)

Who We Are:

Phoenix Bikes is an Arlington, Virginia nonprofit that uniquely combines youth educational programs with a full-service bike shop. We pursue a dynamic mission: *harnessing the power of bikes to help youth build passion, purpose, and a place in the community.*

Position Description:

The Youth Instructor supports our innovative youth education program by teaching bike mechanics skills to 6th-12th grade students at our shop location and/or offsite at local schools. This is a part-time position, typically working 12-20 hours per week, that reports to the Education Program Manager. The Youth Instructor works in collaboration with a team of Phoenix staff and dedicated volunteers to:

- Teach hands-on bike mechanics skills to middle and high school students both at our shop location and off-site at school and community bike club locations. This includes selecting appropriate bikes for refurbishment, teaching students one-on-one and in groups, adapting teaching methods to different students' learning styles, problem-solving with students during repairs, and inspecting and ensuring bikes are safe upon completion.
- Build meaningful relationships with students that encourage and support their learning and development.
- Coordinate with other team members to ensure that youth metrics are being recorded accurately.
- Help ensure that the bike shop is a safe, well-organized, welcoming and fun place for youth.
- As needed, drive students to and from offsite bike clubs in a 15-passenger van.
- As needed, train adult volunteers in mechanics and teaching skills.

Required Qualifications:

We're seeking candidates who excel at relationship building with youth, are experienced bike mechanics, and thrive in fast-paced environments. You might be fantastic for this role if you:

- Have experience successfully working with 6th-12th grade youth and are passionate about seeing them learn, succeed and have fun.
- Are a natural teacher: you are open to questions, eager to guide students through the learning process, and energized by seeing others learn. At Phoenix, our culture is to empower students to do as much of the work themselves as possible.
- Are skilled in basic bike mechanics, including fixing flat tires, truing wheels, adjusting rim brakes and derailleurs, replacing cables and housing, and replacing worn parts as needed.
- Are energized by fast-paced environments and are known for your ability to stay calm, patient and organized when juggling competing demands.
- Are open to a flexible schedule. Initially, our greatest need is for this team member to work Tuesday, Thursday and Friday afternoons from 3:00pm-6:15pm and Saturdays from 10:15am-4:15pm, but hours may change in the future based on student needs.
- Are able to work on your feet for 6-8 hours at a time and to lift up to 40 lbs. This job requires moving and lifting bikes and related equipment.



Preferred Qualifications:

You will really stand out as an applicant if you also:

- Have experience with classroom teaching, coaching or afterschool program work.
- Are a safe driver with a clean driving record and the willingness to regularly transport students in a 15-passenger van.
- Are a natural problem solver who easily identifies what needs to be done and takes initiative without being prompted by others.
- Speak Spanish fluently.

Pay & Benefits

- Hourly pay of \$18-20/hour, depending on experience.
- Access to wholesale pricing on bike parts and accessories.

Equal Employment Opportunity

We celebrate and embrace the diversity of everyone who walks through our doors and strive to be an inclusive place that cultivates compassion, expands perspectives, and grows the future stewards of our collective community. In our hiring and in our work, we do not discriminate on the basis of race, color, religion, marital status, age, national origin, ancestry, physical or mental disability, medical condition, pregnancy, genetic information, gender, sexual orientation, gender identity or expression, veteran status, or any other status protected under federal, state, or local law.

As an organization working directly with youth, we require all staff to successfully pass a background check as a condition of their hire.

To Apply

Please email a resume and cover letter to Phoenix's Executive Director Emily Gage at jobs@phoenixbikes.org.