

BikeEd Manager
Hawaii Bicycling League (HBL)

Hawaii Bicycling League is a 47-year old 501(c)(3) educational nonprofit organization with a mission to enable more people to ride bicycles for health, recreation, and transportation through work in advocacy, education, and events. HBL's BikeEd Program reaches 8,000 fourth grade students on O'ahu per year to become safe and responsible bicycle riders.

The HBL BikeEd Manager is hired primarily to oversee and implement the HBL BikeEd program which targets 4th graders in the school system to become safe and responsible bicycle riders. The BikeEd team contributes to the mission of HBL and bicycle education in the broader Hawai'i community.

Work Schedule: Flexible. Up to 18hrs/week. Compensation starts at \$18/hr.

(as of current posting 8/23/22, for a qualified candidate, the position could be combined with another BikeEd position for greater hours, full-time status, and health care coverage)

This position is being offered for the remainder of the 2022-2023 School Year ending May 31, 2023, with the possibility for extension.

HBL BikeEd Manager Qualities:

1. Organizational and leadership skills:

Is motivated with strong organizational skills, attention to detail and a passion for cycling. Supervisory experience preferred. Must be a good communicator, detail oriented, and task focused. Work well within a team environment, and be able to provide guidance and direction from the BikeEd Administrator (Executive Director). Ability to adapt easily to a fast-paced environment.

2. Computer skills:

Strong working knowledge of Microsoft Office Suite, Gmail, Google Docs, WordPress and be comfortable utilizing a web-based management system to aid in performing administrative tasks relating to the instructor position.

HBL BikeEd Manager Duties & Responsibilities:

- Responsible for scheduling a full calendar of schools for BikeEd during the school year. (approx. 100 schools)
- Optimize scheduling to reach target students. Schedule for each team shall include at least four classes per week when students are in school with the target of an average of at least five classes per week, so that each team reaches a minimum of 4,000 students per year. For the school year 2019-2020 the minimum target number of students to be reached is 8,000.
- Prepare quarterly and monthly financial and summary reports for the BikeEd Administrator.
- Work closely with the BikeEd Administrator to help supervise two 2-3-person instructional teams.
- Communicate with schools (via phone and email) to schedule, confirm, change, or cancel BikeEd classes, including with schools 30 days and 7 days prior to BikeEd classes of upcoming class.
- Maintain a comprehensive calendar for various BikeEd activities/rodeos/rides/HBL events.
- Collect weekly school reports on the school spreadsheet to record number of students taught, number of beginners, number of students that ride their bike to school, % total from pre-test and number of bike racks located at the school completed by the Team Lead Instructors.
- Communicate with team members and leaders about BikeEd and matters affecting it.
- Schedule the team leaders to drive one of the BikeEd trucks with bicycles, safety equipment, and supplies to and from the schools/bike rodeo/activity to be served.

- Order and control the inventory of BikeEd helmets, t-shirts, keiki memberships, and other merchandise to support the BikeEd program.
- Responsible for keeping the BE storage shelves cleaned, organized.
- Work closely with BikeEd Administrator to complete any incident reports for injury or property damage.
- Arrange for photographs and video of students and teachers to be taken and posted to HBL website to encourage students and parents to bicycle more and participate in other HBL activities.
- Enter contact information for parents into the HBL database and Madmimi (or other related email programs) to facilitate participation in bicycling activities.
- Produce the monthly BikeEd section of HBL newsletter to be emailed at the beginning of each month to all BikeEd contacts with tips on bicycle safety, recommendations on safe places to ride, information on relevant upcoming events, and other information that will encourage kids and their parents to bicycle and do so safely.
- Promote events such as Aloha Fun Ride to BikeEd participants and their parents with the assistance of the Events Director.
- Participate in meetings with the BikeEd Administrator as needed.
- Coordinate staff meetings with entire BikeEd Hawaii Program staff as needed.
- Collect and process payroll data every other Friday to provide to the BikeEd Administrator.
- Work with team leaders to schedule quarterly truck maintenance (oil change and tire rotations) during school breaks.
- Documenting procedures to compile a BE manual and how-tos
- Investigate ways to increase bicycling by students and parents beyond BikeEd week at each school.
- Attend HBL Board of Directors meetings and participate in HBL functions and events when requested and when time allows.
- Other duties as assigned.

To Apply: Send an email with subject line “BikeEd Manager Position” with your Cover Letter and Resume in PDF format to Travis Counsell, HBL Executive Director, at travis@hbl.org. Applications will be accepted until the position is filled.