

**BikeEd Team Lead Instructor  
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 public school students on O'ahu per year to become safe and responsible bicycle riders.

The HBL BikeEd Team Lead Instructor is responsible for leading one of the BikeEd Teams and overseeing in-person instruction of our BikeEd Program. These teams are crucial to implementation of HBL's 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: Monday - Friday (and some weekend work), from 7:30a.m. to 4:30p.m. Approx. 30/hours per week. This position is being offered for the remainder of the 2022-2023 School Year ending May 31, 2023, with the possibility for extension. Compensation starts at \$18/hour, with health insurance coverage.

**HBL BikeEd Team Lead Instructor Qualities:**

1. Organizational and leadership skills:  
Is motivated with strong organizational skills and attention to detail. Supervisory experience preferred. Must be a good communicator, detail oriented, task focused, and have good time management skills. Must wear a helmet while bicycling, work well within a team environment, and be able to provide guidance and direction from the BikeEd Manager. Ability to adapt easily to a fast-paced environment.
2. Bicycle skills, prior experience teaching and working with children:  
Must have experience and understanding of basic bicycling skills (safe and proper ways to operate a bicycle and basic bicycle maintenance). Must have experience and confidence in providing instruction to others with an emphasis on instructing children. Must have a passion for teaching youth.
3. Must possess a valid state driver's license with a clean record to operate the BikeEd truck.

**HBL BikeEd Team Lead Instructor Job Duties & Responsibilities:**

- Work closely with the BikeEd Manager to lead a 2-3-person instructional team.
- Complete 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.
- Oversee completion of basic bike repairs on a weekly basis and that vehicles are serviced on a regular schedule to ensure that they are clean, legal, safe and mechanically sound.
- Safeguard all BikeEd equipment and materials on a consistent basis.
- Communicate with team members and leader about BikeEd and matters affecting it.
- Manage inventory of BikeEd helmets, t-shirts, keiki memberships, and other merchandise to support the BikeEd program and communicate with BikeEd Manager to reorder supplies.
- Responsible for keeping the BE storage shelves cleaned, organized.
- Work closely with BikeEd Manager 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.
- 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 Manager as needed.
- Coordinate staff meetings with entire BikeEd Hawaii Program staff as needed.
- Instruct students in the complete on-bike and on-road BikeEd Program curriculum Monday-Friday on school days
- 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 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 Team Lead Instructor Position” with your Cover Letter and Resume in PDF format to Travis Counsell, HBL Executive Director, at [travis@hbl.org](mailto:travis@hbl.org). Applications will be accepted until the position is filled.