

Maui Education Coordinator – Hawai‘i Bicycling League

Position Summary

The Maui Education Coordinator supports the Hawai‘i Bicycling League’s (HBL) education efforts in Maui County by coordinating and delivering grant-funded bicycle safety programs. Based on Maui, this role focuses on expanding access to bicycle education for residents and visitors through in-person workshops and community outreach.

Working closely with HBL’s Director of Education and grant management team, the Coordinator will lead the on-the-ground implementation of a Hawai‘i Department of Transportation-funded project aimed at increasing the availability of bicycle safety and basic maintenance education. This includes coordinating, marketing, and delivering workshops that equip participants with the skills and knowledge to ride safely and confidently.

This is a hands-on, community-facing role ideal for someone who is organized, self-directed, and passionate about improving safety for people biking in Maui County.

Key Responsibilities

Program Coordination & Delivery

- Coordinate, schedule, and deliver bicycle safety workshops for adults across Maui County
- Lead on-bike instruction covering bike handling, control, and safe riding practices
- Teach key topics including Hawai‘i’s bicycle laws, helmet and bike fit, and basic bike maintenance and repair
- Ensure all workshops are delivered safely, professionally, and in alignment with HBL standards and grant requirements
- Work with HBL staff to adapt curriculum and materials for Maui-based audiences

Outreach & Community Engagement

- Conduct outreach to community organizations, local partners, and stakeholders to host and promote workshops
- Recruit participants, including Maui residents and visitors
- Support marketing efforts through local networks, social media, and community channels
- Build relationships that support ongoing education efforts in Maui County

Grant Implementation & Reporting

- Support the successful implementation of grant objectives, including hosting a minimum of six (6) workshops and reaching at least 55 participants by September 30, 2026
- Collect participant data and feedback at each workshop to evaluate program effectiveness
- Track attendance, participant demographics, and program outcomes
- Assist in compiling reports and documentation required by the Hawai‘i Department of Transportation

Equipment & Logistics

- Coordinate the transport, setup, and storage of bicycles, helmets, and program equipment
- Conduct safety checks to ensure all equipment is in good working condition
- Manage inventory of supplies needed for workshops and outreach events

Organizational Coordination

- Work closely with HBL's Director of Education and program staff to align Maui efforts with statewide programming
 - Participate in regular check-ins and planning meetings
 - Represent HBL in Maui County at community events and partner meetings as needed
-

Qualifications

Required

- Experience with program coordination, teaching, or community outreach
- Strong organizational skills and ability to work independently in a neighbor island setting
- Excellent communication and interpersonal skills
- Confidence leading group instruction and engaging diverse audiences
- Valid driver's license and ability to transport program equipment
- Willingness to work flexible hours, including evenings and weekends
- Ability to lift and move equipment (up to ~40–50 lbs)

Preferred

- Experience teaching bicycle safety or similar hands-on education programs
 - League Cycling Instructor (LCI) certification (or willingness to obtain, supported by HBL)
 - Basic bicycle maintenance and repair skills
 - Familiarity with Maui County communities and transportation safety challenges
 - Experience supporting grant-funded programs and data collection
-

Compensation & Details

- **Position Type:** Temporary / Grant-Funded (through September 30, 2026, with potential for extension)
 - **Reports to:** Director of Education
 - **Location:** Maui County (field-based)
 - **Compensation:** Hourly or salary commensurate with experience
-

How to Apply

The Hawai'i Bicycling League is seeking a motivated, community-oriented individual based in Maui County to lead local bicycle safety education efforts. This role offers a unique opportunity to make a direct impact by helping residents and visitors gain the skills needed to ride safely. If you are passionate about safer streets, enjoy teaching and working with the community, and are excited to build something locally, we encourage you to apply.

To apply, please submit the following via email to travis@hbl.org:

- Resume
- Brief cover letter describing your interest and connection to Maui County