

BikeEd Instructor - Part-Time Hawai'i Bicycling League (HBL)

Hawai'i Bicycling League is a 51-year old 501(c)(3) educational non-profit 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 Hawai'i Program](#) reaches 8,000 fourth grade public school students on O'ahu per year to become safe and responsible bicycle riders. Since 1989, BikeEd Hawai'i has taught bicycle safety to over 250,000 fourth graders.

The HBL BikeEd Part-Time Instructor is responsible for assisting with in-person instruction of our BikeEd Hawai'i Program. This role is crucial to the implementation of HBL's BikeEd Hawai'i program which targets 4th graders in the school system to become safe and responsible bicycle riders. The BikeEd Hawai'i team contributes to the mission of HBL and bicycle education in the broader Hawai'i community. The BikeEd Hawai'i Program consists of two teams, with two primary instructors and a part-time instructor (for additional help on on-the-bike training days) on each team. The part-time instructor works under the direct leadership of the BikeEd Team Leader.

Work Schedule: Flexible weekdays (preferably Tuesdays & Wednesdays), from 7:30am to 2:00pm (except for school holidays). Approx. 10-15/hours per week. Opportunity to fill in as needed for additional hours during the week as well as weekends. Compensation starts at \$18/hour.

This position is being offered for the 2025-2026 School Year beginning August 1, 2025 and ending May 31, 2026, with the possibility for extension. This program is funded through a grant from the City & County of Honolulu.

Job Responsibilities

- Instructs students in the complete on-bike and on-road BikeEd Hawai'i Program curriculum.
- Is prepared to temporarily assume responsibilities for Team Leader/Instructor in their absence.
- Teach bicycle safety to other youth and community members as requested by BikeEd Manager.
- Keeping track of BikeEd schedule and arriving on time to ensure adherence to BikeEd schedules.
- Assists with bike repairs/maintenance to ensure that they are clean, safe, and mechanically sound.
- Assists Team Leader as required, i.e. conduct site surveys, distribute materials etc.
- Communicates with team members and Team Leader about BikeEd and matters affecting it.
- Work well within a team environment and be open to guidance and direction from Team Leader / Manager.
- Adapt easily to a fast-paced environment.
- Must wear a helmet while bicycling and promote safe cycling.
- Attend BikeEd Team meetings, HBL staff meetings, and HBL functions when requested and when time allows.

Competencies

- Experience and confidence in providing instruction to others with an emphasis on grade school children.
- Knowledge and understanding of basic cycling skills (safe and proper ways to operate a bicycle).
- Basic bicycle maintenance.
- Demonstrate passion for creating a more bike friendly Hawai'i!
- Be able to lift 60 pounds and have physical stamina.
- Pass a background check to work with children.

To Apply: Send an email with subject line "Part-Time BikeEd Instructor 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.