



## **Bike Doc Manager (seasonal)**

We're hiring a Bike Doc Manager to join our team of advocates, activists and idealists who are helping make our region a cleaner, healthier, safer and more prosperous place for everyone. Our work includes advocacy, technical assistance and community engagement. We're also one of the only organizations in the Sacramento region to earn the Platinum designation as a Bicycle Friendly Business from the League of American Bicyclists.

### **ABOUT THE POSITION**

The Bike Doc Manager serves SABA's mission by directing all aspects of the Bike Doc program.

Bike Doc provides maintenance checks and minor bike repairs at more than 20 outdoor locations and community events a year in North Natomas. As a contractor to North Natomas Jibe, which manages Bike Doc, SABA employs, trains, schedules, equips and supervises a team of bike mechanics who provide services at Bike Doc events.

### **THE JOB**

The Bike Doc Manager is responsible for staffing, training, client management, and purchase and organization of supplies and equipment.

#### **Contracts**

- Manage SABA's current contract with North Natomas Jibe

#### **Staffing**

- Hire, train, schedule and directly supervise Bike Doc mechanics
- Serve as a mechanic at all Bike Doc events

#### **Equipment & Inventory**

- Manage the inventory of Bike Doc supplies and equipment
- Request the purchase of Bike Dog supplies and materials as needed
- Document Bike Doc repair activities and complete required North Natomas Jibe reporting as required

#### **Organizational teamwork (ongoing)**

- Respond quickly to emails to ensure that communication with clients and other SABA staff is complete
- Attend regular staff meetings
- Respond to requests from your supervisor for special projects, as needed
- Work as a team player to fulfill SABA's missions and goals

#### **SKILLS & TRAITS**

- Professional bike mechanic experience (required)
- Strong commitment to SABA's mission
- Experience supervising employees and volunteers – project and event management experience is ideal
- Dependable, highly organized and detail oriented
- Experienced and comfortable working independently and as part of a team

- Strong problem-solving skills
- Excellent customer service skills
- Strong writing and verbal skills—must communicate clearly, persuasively and appropriately in positive and negative situations
- Proficiency with MS Office software and Google Drive
- Solid bike handling skills, including the ability to pedal a tow bike pulling a fully-loaded cargo bike (about 300 lb max) for distances up to 4-5 miles (we'll train you)
- Able to lift up to 60 pounds
- Able to stand for extended periods
- Able to work in low-light situations (early morning, dusk, night)
- Valid CA Driver's License and current auto insurance

## **COMPENSATION & SCHEDULE**

\$18 hourly rate. This is a part-time position that starts on February 1, 2019 and ends on October 31, 2019, with a variable work schedule that reflects the seasonal Bike Doc schedule. You'll work on-site and off-site an average of 6-12 hours a week, with a flexible work schedule that includes morning, afternoon and some early evening hours. You'll work the most hours during April-June and September-October. You'll work in SABA's downtown Sacramento office and off-site at Bike Doc events in North Natomas. We'll consider an option to do some work from home, subject to discussion with your supervisor.

We provide up to 24 hours of sick pay per year, as required by federal law.

You'll be responsible for your own transportation to and from off-site Bike Doc events and related meetings. For use of your personal vehicle (requires proof of valid auto insurance), we reimburse for mileage at the current IRS mileage reimbursement rate.

You'll report to SABA's operations director, who will train you on all aspects of the Bike Doc program and SABA's operation.

## **ABOUT SABA**

SABA was founded in 1991 and incorporated as a 501(c)(3) nonprofit organization in 2003 (ID #37-1474544). We currently have one full-time employee and 20 part-time employees. We operate with fairly simple processes and we're always striving to improve, so we will welcome your observations and common-sense suggestions.

We operate from offices in downtown Sacramento. We work in a building shared with other cool environmental and community nonprofits that is located a half-block south of the 12<sup>th</sup> Street light rail station and has a secured bike room. You'll have access to a shared kitchen (microwave, toaster oven, fridge) and a shower.

## **NEXT STEPS**

Please email [deb@sacbike.org](mailto:deb@sacbike.org) with a cover letter that describes your qualifications and interest, a resume, three references, and your availability (when you could start work) no later than **Thursday, Jan. 31, 2019.**