



## **JOB DESCRIPTION**

Social Skills Instructor

**Pay Rate:** \$10.00 / hr.

**Part-time:** 4-12 hrs. / week

### **Description**

This position includes the responsibilities directly related to the education of youth in social skills, as well as providing positive behavior support. Both tasks require experience working with youth ages 6-18 and a demonstrated ability to work with a team.

### **Teaching**

- Teach social skills to youth using engaging methods and strategies
- Support bike mechanic skills instruction to youth
- Encourage and model behavioral expectations: Respect, Own your actions, Attitude counts, Discipline, and Safety
- Co-facilitate a variety of youth development bike programs

### **Teamwork**

- Communicate with colleagues regarding programs, youth, and all relevant issues and concerns
- Assist in collecting data for programs (number of youth served, progress in programs)
- Attend professional development skill-building opportunities and weekly staff meetings

### **Requirements**

- Excellent organizational and problem-solving skills
- Experience in planning and facilitating programs for youth
- Experience managing multiple tasks and projects simultaneously and working under time constraints
- Commitment to embracing and understanding diversity, inclusion and equity in thoughts, words, and practice
- High attention to detail; ability to create and carry out detailed program session plans
- Ability to develop strong, positive relationships with youth and teens, parents, and community agencies
- Outstanding verbal and written communication skills
- Demonstrated ability and aptitude in decision-making skills
- Interest in further developing bike riding and bike mechanic skills
- Ability to work successfully both independently and collaboratively with a partner

Open Roads Bike Program embraces and values the diversity of Kalamazoo and the world around us. We are people of all ages, from all walks of life, working together to use bicycles as a vehicle for skill development and community engagement. We encourage people of all abilities, ages, economic statuses, faiths, ideologies, genders, gender identities, ethnic origins, nationalities, races, and sexual orientations to be a part of the Open Roads Bike Program community.

**This position will remain open until filled.**

**Priority will be given to applications received by 05/02/18.**

To apply, please submit the following application to Erin Denay, Executive Director.

[director@openroadsbike.org](mailto:director@openroadsbike.org) / (269) 365-9142

*Both typed and handwritten applications will be accepted.*



*PLEASE READ BEFORE COMPLETING APPLICATION*

Open Roads is a nonprofit organization with an important mission: We teach youth bike mechanic skills and social skills in order to better prepare them for their future. We are a team of folks committed to high-quality out-of-school time programs. We focus on delivering engaging and culturally relevant bike programs for students primarily ages 6-18. Our team works closely in pairs to facilitate youth programs that typically run for two hour sessions on a weekly basis. We are a growing organization and we aim to bring high-energy and high-quality people to the table. The bottom line is this: We are committed to facilitating empowering youth bike programs in Kalamazoo that help young people become more self-sufficient and successful.

## **Our Guiding Principles:**

### **1. Fantastic Programs!**

We need to create programs, classes, and workshops that are fantastic. This means all of these events should be engaging, challenging, interactive, and fun.

### **2. A Great Place to Learn!**

Whether you are young or old or somewhere in between, we all need to keep learning and growing. We want this for our participants, our staff, and our volunteers.

### **3. Balance of Skills!**

Understanding a bike, how to use tools, and the technical aspects of repair is critical. However, it is just as important to understand people, how to work well with them, and the human aspects of work, play, and relationships.

### **4. Strong Relationships!**

Successful working relationships are an essential component to our health and success as an organization.

### **5. Building a Better Bike Culture!**

We believe that bicycles are an important part of a vibrant community. They are not only an essential part of a healthy environment, but riding is a great way to stay active, healthy, and strong.

If you think you can teach some serious skills, have some serious fun, and be committed to giving time and energy to Open Roads and the students we work with, please complete and submit this application. We are excited to meet you!



**APPLICATION**  
Social Skills Instructor

<b>THE BASICS</b>			
Full Name (first, middle, last)			
Phone		Email	
Date Available to Start		Date of Application	
Mailing Address			

<b>WORK HISTORY</b>			
1. Last Employer		Position/Title	
Start Date		End Date	
Location		Supervisor Name	
Supervisor Contact Number		Supervisor Contact Email	
Reason for Leaving			
May we contact this employer?			
2. Previous Employer		Position/Title	
Start Date		End Date	
Location		Supervisor Name	
Supervisor Contact Number		Supervisor Contact Email	
Reason for Leaving			
May we contact this employer?			

## EDUCATION

	Name	City, State	# of years attended	Did you complete?
High School				
College				
Graduate School or other post-college education				

## BIKE BASICS

Do you own a bike?	
What do you love about bikes?	

## YOUTH BASICS

In what setting(s) have you worked with young people? For what length of time?	
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## AVAILABILITY - Please indicate your summer (June-August 2017) availability with a check-mark.

	Mondays	Tuesdays	Wednesdays	Thursdays	Fridays	Saturdays
Morning (9am-12pm)						
Afternoon (12-5pm)						
Evening (5-8pm)						

Average number of hours you are interested in working per week:	
Do you have any commitments to another employer or school that might affect our employment with us? Please describe.	
If you were hired, how long would you like to work at Open Roads?	

<b>SKILLS &amp; SPECIAL QUALIFICATIONS</b>	
Special and unique qualifications:	
Most important skills and talents:	

<b>REFERENCES</b>			
Name	Phone	Email	Years Known
1.			
2.			
3.			

### **Applicant's Statement of Truth and Accuracy**

I certify that the answers given herein are true and complete to the best of my knowledge. I also authorize investigation of all statements contained in this application as may be necessary in arriving at an employment decision. In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with this organization is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless an authorized executive of this organization specifically acknowledges such change in writing.

I agree that any lawsuit brought against Open Roads and/or its agents arising out of my employment or termination of employment, including but not limited to claims arising under State or Federal civil rights statuses, must be brought within the following time limits or be forever barred: (a) for lawsuits requiring a Notice of Rights to Sue from the EEOC, within 90 days after the EEOC issues that Notice; or (b) for all other lawsuits, within (i) 180 days of the event(s) giving rise to the claim, or (ii) the time limit specified by statute, whichever is shorter. I waive any statute of limitation that exceeds this time limit.

If, due to a physical or mental disability, I require an accommodation to perform the job for which I may be selected, I understand that I must give Open Roads written notice of that need within 182 days after I know or reasonably should have known that an accommodation is needed. Failure to do so may bar me from alleging that Open Roads has not accommodated me as required by law.

Electronic Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

## Equal Opportunity Employer Policy

Open Roads is an equal opportunity employer, and pledges equal opportunity for all our employees and applicants. All individual employment decisions will be based on the individual's qualifications, performance and effort. Open Roads does not discriminate against employees or applicants on the basis of race, color, religion, national origin, sex, sexual orientation, gender identity, genetic information, age, height, weight, marital status, physical or mental disability, veteran status or citizenship. Open Roads will, however, only hire those individuals who are legally authorized to work in the United States.

Additionally, it is our intent to provide a workplace that fosters the respect and dignity of each person. To this end, we are committed to maintaining a working environment free of harassment or intimidation. This policy applies to everyone who works at Open Roads, regardless of position or level of authority.

This policy provides guidance on the type of conduct which constitutes unlawful harassment, including sexual harassment, and also unprofessional conduct which may or may not be unlawful, but is still prohibited. All behavior which fits into these two categories is unacceptable and will result in appropriate disciplinary action. This policy also includes a complaint procedure for persons who feel that they have been subject to unlawful harassment and/or unprofessional conduct.

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