



REGIONAL PROGRAM MANAGER POSITION DESCRIPTION

Reporting to and in partnership with the Executive Director (ED), the Regional Program Manager position will support Wheel Fun' bike clubs and other regional program initiatives. A new position in the organization, the Regional Program Manager will have the opportunity to build the operations function.

Wheel Fun currently has the following regions:

- Northwest Arizona: Mohave County
- Southwest Arizona: La Paz and Yuma Counties
- North Central Arizona: Coconino and Yavapai Counties
- South Central Arizona: Gila, Maricopa and parts of Pima and Pinal Counties not included in the Southeast Region
- Northeast Arizona: Navajo and Apache Counties
- Southeast Arizona: Counties south of the Gila and east of the Santa Cruz Rivers including Cochise, Graham, Greenlee, Santa Cruz and parts of Pima and Pinal Counties

Currently Wheel Fun has two openings for this position. One serving the North Central Region and the other serving Southeast Arizona Region.

RESPONSIBILITIES

- Recruit coaches, and if requested by the coach, students, for Wheel Fun's mountain bike clubs in the region.
- Develop and maintain relationships with Wheel Fun after-school coaches in the region.
- Regular contact with each coach to ensure that each club has consumables (lube, tubes and other consumables) and spare parts.
- Encourage coaches to obtain first aid/CPR certification, Ride Leader Certification through the Bike Instructor Certification Program (BICP) and BICP Level 1 Fundamental Skills Instructor Certification. All certifications are paid for by Wheel Fun.
- Teach coaches basic bike repair actions as appropriate.
- Repair, check and fix bikes as requested by coaches or, when required, take the bike to the local bike shop for repair as appropriate. Ensure coach is apprised of when bikes taken to the shop are expected to return.
- Maintain the Regional bike inventory.
- Move bikes where needed between schools as directed by the Executive Director.
- Organize and run local bike shop promotions with participating clubs.
- Be customer service orientated and personable as you are the face of Wheel Fun when on campus.

- Help recruit new clubs/schools into the program in conjunction with the regional Director(s)
- Perform other duties as assigned.

Skills

- Ability to manage his or her own time.
- Ability to prioritize.
- Good team player.
- Excited to be travelling.
- Able to problem solve and work in a fast-paced environment.
- The seasonal nature of this job means that there will be weeks when we will work longer hours with the opportunity to take additional days and hours off at other times.
- Flexible

Professional Qualifications

- Fixing and repairing bicycles.
- Want to help others get into outdoor adventure.
- Be able to clearly communicate and enforce policies, procedures, and program-specific goals.
- Work with minimal supervision – be autonomous, task-oriented, and self-starting.
- Provide excellent customer service.
- Ability and initiative to think critically and solve problems.
- Attention to detail and highly organized.
- Be comfortable upholding policies and guidelines.
- Previous bike shop and bike repair experience preferred.
- Prior experience in teaching biking or bike maintenance and repair is preferred.

Position Closing Date: May 28, 2024

Interested candidates should send their resume and a short cover letter to info.wheelfun@gmail.com.