

Shop Manager: RevolveKCK Community Bike Shop

The **Shop Manager** will coordinate operation of the **RevolveKCK Community Bike Shop**, located at 554 Central Avenue; Kansas City, KS. The Shop Manager will offer guidance and technical support in all areas of shop operations, including but not limited to: refurbishing bicycles for sale; tearing down bicycles for parts; maintaining inventory, equipment, and supplies; organizing volunteers; and administering business aspects of the shop. The Shop Manager will report directly to the Executive Director.

Revolve, Inc. (www.revolvekc.org) is a 501(c)3 organization that offers bicycle safety education and several Earn-A-Bike programs; in addition, Revolve sells donated, refurbished bicycles to support its mission of redistributing refurbished bicycles to those who cannot afford a bicycle. See photos and news clips of what we do at: www.facebook.com/RevolveKC.org. Read a recent *Kansas City Star Magazine* cover story on us here: <http://revolvekc.org/wp-content/uploads/2013/02/KC-Star-Mag-Article.pdf>. We are the ONLY bike shop, for- or non-profit in all of Kansas City, KS and Wyandotte County.

Minimum Qualifications:

- ④ Experience working on a wide range of bikes; familiarity with bikes and components from the 1960s through the 1990s a must
- ④ Minimum of one year bike shop mechanic experience
- ④ Passion for bikes and bicycling as transportation

Desired Qualifications:

- ④ Excellent shop organization skills
- ④ Strong written and verbal communication skills
- ④ Ability to work collaboratively with community members and community partners
- ④ Demonstrated ability to work with diverse people while observing sensitivities and differences
- ④ Ability to foster an environment of empowerment and cooperation
- ④ Experience organizing volunteers and staff
- ④ Familiarity with relevant safety and health issues
- ④ Experience in sustainable business practices
- ④ Familiarity with Microsoft Office, Google Docs office suite, and social media
- ④ **Ability to speak Spanish a huge plus**

Job Tasks:

- ④ Build bicycles for sale from donated supplies of bikes and bike parts
- ④ Oversee shop operations, repair bikes, and conduct sales
- ④ Oversee volunteers
- ④ Maintain an organized and safe workspace
- ④ Manage the inventory of new and used equipment
- ④ Answer questions and provide information to the public about programs and services
- ④ Coordinate closely with staff and attend relevant meetings
- ④ Submit regularly scheduled report of activities and shop operations
- ④ Maintain updated records and files of bikes and inventory

Salary: \$12/hr

- ④ Manager will work a set schedule of 40 hours/week (generally Tuesday through Saturday), with occasional over-time. We are ready to offer competitive pay to a bike mechanic who speaks Spanish.

Benefits:

- ④ Discount on purchases of new bike-related items from bike store partner and discounts on used parts from Revolve
- ④ 13 Days of Paid Time Off per year for use as vacation, sick, and holiday pay (hours are proportional for first year)
- ④ Flexible Winter Schedule: we operate full-time throughout the entire year

Send resumes immediately to: info@revolvekc.org