

Part-Time Kids Love Bikes Program Coordinator

Bike Walk Knoxville is currently hiring for an individual to coordinate our current Kids Love Bikes (KLB) Program, as well as expanding the program. The job consists of the following responsibilities:

- **Know the mission and goals of Bike Walk Knoxville and Bike Walk Tennessee, and be able to easily communicate information to the public and community partners.**
- **Serve as instructor and assist with the coordination of all class details and logistics for children's bike safety classes**
- **Educate kids, parents, and community partners about the KLB program goals.**
- **Manage current KLB programs and coordinate new programs.**
- **Assist with KLB data gathering (i.e. surveys, spreadsheets)**
- **Recruit volunteers to assist with the program**
- **Perform general administrative duties such as responding to emails, scheduling meetings, preparing reports**
- **Work will be both indoors in an office and outdoors at KLB program school sites**
- **Other duties as assigned**

Qualifications:

- **5 - 10 hours/week**
- **Must be able to ride a bike well enough to teach basic children's bike safety and skills classes.**
- **This is a year-long position including summer; must be available to work after school hours (between 2:30 and 6pm).**
- **Must have an interest in Physical Activity or Public Health**
- **Able to work independently but seeking input and/or supervision for clarification, expert opinion, advice as needed**
- **Able to complete assigned tasks in a reasonable amount of time**
- **Proficiency with Microsoft Office including Word, Excel, Powerpoint and Publisher**
- **Able to update/send communications, create social media content/design posters or other promotional materials, as well as tracking information and managing databases**
- **Strong verbal and written communication skill**
- **Able to collaborate positively with partner entities**
- **Ability to instruct and supervise kids, as well as enjoy working with kids**
- **Reliable and dependable; must have own transportation to program sites**
- **18 years of age or older and able and willing to go through the standard Knox County Schools background check**
- **\$10 - \$12 Hourly**

Position will remain open until filled. Please email a cover letter and resume to Lindsey.kimble@bikewalktn.org