

BIKE PROGRAM ASSISTANT



Position Overview

This position will report directly to the Bike Program Coordinator, Bureau of Parks, Park Programming and Events. The Bike Assistant is responsible for customer service and assisting of participants of citywide park based recreational programs, assisting with implementing and evaluating of such programs. The Bike Coordinator oversees the Bike Program Assistant which includes Rides Around Programs, Learn to Bike and guided tours of the Gwynns Falls Trail and Jones Falls Trail. The Bike Assistant works closely with the Bike Program Coordinator to providing technical assistance to the bike program, participants and groups. The Bike Assistant will assist in the coordination of logistics between equipment, assist staff and programs, assist documenting participation, assisting in bike maintenance, and equipment care, set up and break down of mobile programs, and assisting participants with skill development. The successful candidate will work in Baltimore City parks as seasonal staff to improve quality of biking programs offered to park users.

The Bike Assistant will be responsible for assisting the directing volunteers, engaging and leading the public through biking, and other activities for the Department of Recreation and Parks. The ideal candidate will serve as an advocate, proactively promoting recreational biking activities of a high quality for all citizens of Baltimore City. The successful candidate must demonstrate his/her ability to engage the public and communicate effectively will all skill and age groups. He/she must have solid customer service, public speaking skills and display enthusiasm. This is an outdoor and very physical position.

Education and Experience

Possession of a GED or High school Diploma is required.

An Associate's Degree in Recreation/Leisure Management or a related field is highly desirable.

Qualified candidates must have a minimum of 1 year experience of leading recreational activities

Basic First Aid Certification is desired.

Must have the knowledge and skill to ride a bike, willing to work in an outdoor park setting in a variety of weather elements,

The ability to communicate effectively the hard skills needed to ride a bike with all skill and age groups.

He/she must have solid customer service and will be working directly with the public

Candidate should also possess a strong background in bike mechanics or the willingness to learn.

Knowledge of physical fitness/ health is a plus.

A valid MD Class C driver's license or an equivalent out-of-state driver's license acceptable to the Office of Risk Management is desired.

Candidates with the ability to drive a vehicle with a trailer attached are highly desired.

Compensation and Benefits

A negotiable hiring range of \$10-\$12 hourly is available depending on the background and qualifications of the successful candidate.

Beginning March 15– ending October 31st. This seasonal position is up to 35 hrs./wk. Tuesday – Sunday, Evenings and Weekends are typical work schedule.

Application and Selection Process

For additional information please contact Molly Gallant at:

City of Baltimore

Department of Recreation and Parks

3001 East Drive

Baltimore, Maryland 21217

Phone: 443-984-4058/Fax: 410 -396-7038

E-mail resumes to: molly.gallant@baltimorecity.gov

The positions of Bike Assistant will remain open until filled. Interested candidates should submit a Baltimore City Employment application and resume, including size and composition of participants supervised, program responsibility and other significant factors as outlined in this announcement. Candidates with relevant experience will be invited to an interview.

**Baltimore City is an Equal Opportunity Employer
and promotes diversity in the workforce.**

Stephanie Rawlings-Blake, Mayor

Ernest W. Burkeen, Jr., Director