

Assistant to the Bicycle Class Coordinator

In service to local youth residing at the
Monterey County Probation Department Youth Center

Announcement date: May 23, 2015

Start date: Begin at earliest possible date.

Where: Most work is done remotely/telecommuting. Some work may be done at the Youth Center, 970 Circle Drive, Salinas. Infrequently, there may also be off-site meetings with other volunteers.

Are you an appropriate candidate? Refer to sections below on “Qualifications and Skills” and “Duties and Responsibilities” of the Assistant to the Bicycle Class Coordinator.

Who to contact: If you might like to volunteer or otherwise support this class, or for any updates to this announcement, contact the bicycle class coordinator, volunteer **Luciano Rodriguez, 831-444-3509**. If you have an urgent question and Luciano is unavailable, contact Mari Lynch, class advisor, 831-375-6278; or Patty Esparza, Youth Center events/activities coordinator, 831-759-7223 - EsparzaP@co.monterey.ca.us.

About the Bicycle Class

Mission of the Youth Center: The Monterey County Youth Center is dedicated to providing individualized treatment and education in a respectful and safe environment while preparing youth for a successful transition to families and community. Learn more at http://www.co.monterey.ca.us/probation/youth_center.html

Purpose of the Bicycle Class: The class, which began its fourth year in April 2015, was formed primarily to provide a small number of Youth Center residents, boys ages 14-17, hands-on introductory training and experience in maintaining and repairing bicycles. Through faithful attendance and successful course completion, the boys can earn a bike that will be theirs upon release from the Youth Center in good standing. Additional goals of Bicycle Class are providing the boys knowledge of California bicycle laws, and an introduction to safe riding skills, within the constraints of the facility and time available. Another purpose is to familiarize the students with the many benefits of bicycling, and the wide range of bicycling activities, events, resources, and support they may wish to take advantage of following release from the Youth Center. Frank Henderson, a volunteer serving as an instructor of the class since April 2012, notes the value of bike class to benefit the students in other ways too: “A task that seems

impossible at first, like completely disassembling and the reassembling an entire bicycle is no different than a term paper or class project. We begin by giving the students the tools they need and showing them how to use them. With some support, encouragement, and guidance the big task is then broken down into many small tasks, e.g., first remove the wheels, then the brakes, now the derailleurs, and so on. The students soon realize that after a series of small tasks, the huge job is done. It is amazing how one bicycle can change a student's perception, teach them problem solving, and increase their self-confidence. As a teacher for the bike class, I attempt to teach each student how to use the bike class as a tool to be successful in education and life.”

History of the Class: In October 2011, founder Mari Lynch, a volunteer, began the groundwork for the class. In April 2012, with the cooperation and support of Youth Center staff, volunteer bicycle repair and maintenance instructors, and the wider community, the class was launched. Through July 2014, Mari served as class coordinator and resources/skills instructor. She continues as class advisor and on-call instructor.

Since August 2014, class coordinator and official provider is volunteer Luciano Rodriguez, a repair and maintenance instructor who has been with the class since July 2012. The volunteer(s) filling the assistant position will be supervised by Luciano.

Learn more at <http://bit.ly/TeachTeensWell>.

Qualifications and Skills of

Assistant to the Bicycle Class Coordinator

Essential qualifications: Pass a background check, for admission to the Youth Center. Have a genuine heart for youth and a commitment to supporting the standards of the Youth Center and of Bicycle Class. Strictly adhere to rules about students’ privacy. Be sensitive to the backgrounds of these youth. Use positive, respectful communication skills.

Additional qualifications: reliability, self-initiative, commitment to teamwork and collaboration, ability to adapt to changing circumstances, alertness to details, consistency in following up and leaving no loose ends.

Depending on the tasks that the assistant takes on, the following may also be needed: organizational and recordkeeping skills, written and oral communication skills, and computer skills, e.g., email and Microsoft Word.

Duties and Responsibilities of

Assistant to the Bicycle Class Coordinator

The following is a summary of some of the tasks that have been carried out by the bicycle class coordinator. As available time and skills allow, the assistant may help with any or all of these tasks:

Volunteer recruitment, including outreach through bike club groups, social and other media, and community contacts. Interview volunteers and shepherd them through the application and orientation process. Schedule class series dates, coordinating with both the Youth Center and available volunteer instructors. Schedule instructors. Update shared calendars or other scheduling tools. Adjust class dates and instructor schedules as needed, in event of Youth Center lockdown or unexpected absence of students (e.g., due to early release, illness, or other factors). Communicate with Youth Center staff, by email, in person, and by phone. Communicate with instructors, including to be aware of any adjustments recommended for the class. Keep track of students' anticipated release dates to ensure completion of course work. Check with students and instructors and ensure that, by the end of the series, all bikes labeled for pick-up are street legal (e.g., brakes, reflectors), in good operating condition, and have their ID labels attached securely. Keep track of any follow-up that may be needed with individual students. Keep track of parts, supplies, and graduation gifts, and obtain items as needed. Prepare labels and containers for parts and supplies as needed. Coach new instructors and students about organization of tools, parts, and supplies in the bike sheds, and oversee orderly maintenance of the sheds. Maintain checklists of class set-up and class guidelines for referral by new instructors and students. Write thank you letters and acknowledgements. Write bios for volunteer instructors and descriptions of other class supporters. Public relations outreach, including acknowledgements of volunteer instructors and other class supporters through social or other media. Obtain and photocopy instructional materials. Prepare welcome packets for new students. Distribute graduation gifts to students. Make sure that necessary documents get signed for Youth Center records (e.g., attendance sheets, certificates of completion). Prepare, copy, and laminate name/gear ID tags. Maintain sufficient awareness of available used bikes on hand, as well as current students' interests and needs, and put in requests with the Youth Center or others for additional used bikes when needed. Launder shop rags. Request staff to remove recycling and garbage from bike shed as needed.

Also, refer questions or requests for interviews from media and others to the bicycle class coordinator or to the class advisor.