

## Job Description

### Mechanic/Bike Educator

CommonWheels Bicycle Co-Op is a nonprofit based in Allston. Our mission is to empower people to use the bicycle to enhance their lives. We aim to encourage bike riders of all experience levels and backgrounds to learn to maintain and repair their own bikes, to become confident, safe urban cyclists, and to discover new people and experiences on two wheels. We provide free skill-sharing workshops, creative group rides, tools and peer instruction, multilingual resources, and community.

Our flagship program is Open Shop, which takes place at Farmers' Markets and on weekday evenings on major bike thoroughfares. We provide free access to tools and peer instruction on bicycle repair and maintenance. We flag people down as they ride by, and offer free air and bike checks; most people who stop to pump up their tires find that they could also use a brake adjustment, chain lube, or other repairs, maintenance, or fit adjustment. In addition to the ride-by participants, people seek us out for help with repair issues, to work on building a bike, or to purchase a discounted helmet or light. We do not keep many parts in stock; we are focused on simple repairs and diagnosis of major issues. *Unlike a bike shop, CommonWheels shows people how to repair and maintain their bike themselves.*

#### **Mechanic/Bike Educator:**

CommonWheels is seeking a passionate and self-directed person with demonstrated mechanics experience to staff Open Shop events in conjunction with an Event Coordinator and additional volunteers. This is a part-time, seasonal position.

#### **Responsibilities:**

- Diagnose bike repair and maintenance issues
- Walk participants through repair process, instructing them on how to do the repairs themselves, and demystifying bicycle mechanics for the participants
- Complete bike repairs of minor and moderate intensity (e.g. fix flat tires, adjust/replace brakes and cables, true wheels, adjust/replace chains, repack hubs and bottom brackets, adjust derailleurs, adjust bike fit), particularly related to safety check
- Diagnose major repair issues and make recommendations (running the gamut from "go buy this part and come back and we'll fix it together" to "you're really better off with a new bike")
- Keep track of tools and assist Event Coordinator with inventory of materials/parts used
- Run workshops on bicycle repair topics such as fixing a flat, cleaning and lubing drivetrain, and occasionally more advanced topics

#### **Requirements:**

- Must have at least 1 year mechanics experience.
- Must be comfortable working with a wide range of bicycles of all styles, ages, and levels of disrepair.

- Comfortable working outdoors from April through October (tent provided; events cancelled in cases of severe weather).
- Conversational Spanish, Portuguese, Russian, Chinese or Korean a plus.
- **Must be highly responsible and able to work independently.**
- **Must be friendly, patient, and excited to empower others to learn bicycle mechanics.**

**Time Commitment:**

Open Shop: One weeknight per week from April through September, usually 5-8pm, - flexible depending on availability of Staff

Farmers' Market: one per week from May through October, alternating Fridays 4-7pm and Saturdays 11-3pm

**Location:**

Allston, alternating weeks between Union Square (Jackson Mann Community Center) and Barry's Corner (intersection of N. Harvard and Western Ave in North Allston)

**Compensation:** contract position, equivalent of \$20 - \$25/hr

**How to apply:**

Please send a resume and brief (up to one page) cover letter to [info@commonwheels.org](mailto:info@commonwheels.org) with the subject line "Mechanic."

CommonWheels is an equal employment opportunity employer. Women, people of color, LGBT persons, and people with disabilities are encouraged to apply.

**DEADLINE: Friday March 22.**