

2024 Mechanic Mentor Job Description

Bike Walk Tompkins is dedicated to promoting sustainable transportation solutions and empowering individuals through education and advocacy. We believe in the transformative power of biking to improve health, reduce carbon emissions, and foster community connections. As part of our commitment to promoting biking as a safe and accessible mode of transportation, BWT is seeking two competent and dedicated bike mechanics to join our team.

As a part of the BWT Mentor team, you will work directly with BWT staff and community members to refurbish and maintain personal and educational bicycles as a safe, convenient, and affordable mode of transportation to achieve independence, improve health, and have fun. Mentor Mechanics will be under the supervision of the BWT Lead Mechanic and will be mentoring volunteer mechanics at our Community Bike Shop, during bike education programs, and at other BWT events.

KEY DETAILS, DATES & RESPONSIBILITIES

EMPLOYMENT DETAILS

- Mentors will receive a rate of \$20/hour for a 36 week season (avg. of 10-15 hours/week) with a bi-monthly pay period
- Employment period: March 2023 - November 2023
- Flexibility in schedule to allow for time off with advanced notice
- Benefits include: Monthly cell phone stipend (~\$40), Ithaca Bikeshare membership, Ithaca Carshare credits & TCAT bus cards.

ACTIVITIES & RESPONSIBILITIES

- On-boarding will take place during the last week in March and training/work responsibilities will begin the first week in April with the BWT Lead Mechanic
- Open Shop Tuesdays from 3pm-7pm at 803 Cascadilla Street & a new, additional weekly Open Shop
- Maintain workstation, including tools, toolboxes, repair stands, and bench in full working order
- Ensure workshop is clean and safe
- Work with the BWT Lead Mechanic to organize and prioritize tasks
- Carry out full assessment/safety inspection of each bicycle

- Assist with BWT outreach initiatives and events including mechanic support for BWT bike skills lessons
- Attend weekly check-ins with BWT Lead Mechanic and BWT team
- Respond to organizational emails within 72 hours

QUALIFICATIONS & SKILLS

Prior mechanic experience or education is necessary. Here is a list of skills and things we are looking for:

Required

- Applicants age 18+ (or 16-17 with NYS work permit)
- 2+ years bike mechanic experience and/or a bike shop volunteer, staff, or regular participant
- Ability to troubleshoot malfunctioning bike parts
- Familiarity with components (various brake systems, shifter/derailleur compatibility, installation/disassembly of parts)
- Basic knowledge of wheel truing, headset adjustments, and bottom bracket adjustments
- Comfortable engaging with people in a variety of settings, from one-on-one to larger groups

Desired

- Able to lift minimum 50 lbs and able to work while standing (BWT Mentor tasks can require physical activity - accommodations can be made on a case-by-case basis)
- Ready to listen, consider, and respect others' opinions even through controversy
- Comfortable engaging with people in a variety of settings, from one-on-one to larger groups
- Eagerness to share technical knowledge with people with varying levels of experience
- Familiarity with individuals and groups in Ithaca that need transportation support due to economic, racial, or structural barriers and could benefit from bicycling attention and support
- Ability to communicate and empathize effectively with people of all ages, abilities, races, cultures, and economic statuses

RESOURCES AVAILABLE TO MENTORS

Successful applicants to the BWT Mentor program will receive training to better support fellow community members through bicycling and mechanic skills. The provided professional development training will help the Mechanic Mentor assist in on-going bike mechanic support to community members during open shop and other mechanic workshops in the Greater Ithaca area.

HOW TO APPLY

If you or someone you know is interested in becoming a Bike Walk Tompkins Mentor, [complete this form](#) by **March 15, 2024**. Applicants must be age 18 or older (or be at least 16 years old and have a valid NYS workers permit). Rolling interviews will be conducted in person (803 Cascadilla St., Ithaca, NY) beginning **February 26th through March 25th, 2024**.

If you have any questions, please contact:

Claire Dehm

Lead Mechanic

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