



Position Summary

The Street Collective seeks a qualified and enthusiastic **Shop Operations Assistant**. This person will assist with shop sales, building bicycles for sale and donation, and assisting with events as needed.

1. Perform daily shop operations and sales activities (40%)

- Greet and assist customers with sales of refurbished bicycles and used parts
- Describe benefits of different accessories (helmet, lock, lights) to first-time bike buyers
- Run cash register and complete sales transactions
- Help maintain a positive shop atmosphere with a focus on safety and education
- Assist customers with basic bicycle repair such as changing flat tires
- Perform storefront opening and closing procedures
- Assist the Director with online marketing, including taking pictures of completed bicycles and responding to online shopping inquiries

2. Bicycle Refurbishing (35%)

- Repair bicycles for donation into the community
- Refurbish used bicycles to a high shop floor standard
- Make use of used parts in refurbishing bicycles
- Maintain high level of awareness of current and ancient compatibility and measurement standards
- Maintain an organized stock of used bicycles for refurbishing, including participating in scrap runs
- Be aware of, and alert the Director to, any shop needs for parts or supplies

3. Assist with organizational roles as needed (25%)

- Represent the Street Collective at selected community events, including bike giveaways, bike rodeos, and bike valet
- Conduct education classes as needed
- Set up and tear down equipment for events
- Facilitate efficient parking of bicycles, if participating in bike valet
- Represent the values of the Collective to people in the community

Required Qualifications

- Ability to fluently communicate in written and spoken English
- Must have a valid driver's license and good driving record
- Must be able to lift 50lbs repeatedly
- Must be able to work at least 2 weekend days a month
- Must be able to work professionally with a wide array of people, including people experiencing homelessness and people fulfilling community service requirements

Preferred Qualifications

- Knowledge of bicycle mechanics and repair
- Experience handling money
- Experience working a point-of-sale system

Mission Statement

The Street Collective champions of transportation options that are accessible, safe and enjoyable for everyone.

The Street Collective envisions a region where everyone can walk, pedal, ride or roll comfortably throughout the entire community.

Compensation

- This position will pay \$12-15/hr based on qualifications, beginning at 20 hr/week.
- You will be eligible for an annual staff bicycle after 90 days of employment.
- You will have access to Street Collective-associated pro deals and dealer accounts after 90 days of employment.
- You will have access to Street Collective discounts immediately upon employment, including 20% off completed bicycles and 50% off as-is bicycles and parts.
- All employees making at least \$5,000/yr are eligible for matching contributions to a Simple IRA that matches up to 3% with enrollment occurring at the end of the calendar year.