### Position Title:
RUNNER RIDE PROGRAM LEAD (Coordinator)

### Recruitment #:
#123

### Full/Part-Time:
Part-time (19 hours per week)

### Temporary:
Temporary, ends on or before August 31, 2018. Any continuation beyond August 31, 2018 is contingent upon satisfactory performance and available funding. Employment is at-will.

### Salary:
$16.00 per hour

### Department:
Student Recreation Center (SRC)

### Available:
Immediately

### Special Conditions:
Background/Fingerprint Clearance

### Sensitive Position:
Yes

### Posted:
April 5, 2018

### Closing Date:
April 19, 2018

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**APPLICATION PACKET REQUIREMENTS**
This position requires (including those on campus) submission of:

- A standard CSUB, Auxiliary job application download at: [http://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB%20Auxiliary%20Employment%20Application%202017_12_07.pdf](http://www.csub.edu/bas/hr/_files/_Auxiliary_Files/CSUB%20Auxiliary%20Employment%20Application%202017_12_07.pdf)
- Names of three professional references
- Copy of degree/transcripts/typing certificate (within 2 years), if applicable
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Under the supervision of the Student Recreation Center Director, the Runner Ride Program Lead is responsible for the daily operation of the Runner Ride Bike Share Program including equipment, inventory control, and check-in/out process. The Program Lead will oversee the schedule of repairs and maintenance of bikes (e.g., fee-for-service jobs, Runner Ride check-overs, etc.), as well as the productivity of Student Assistants (Bike Share Attendants) and the quality of their repairs. The Program lead will train the Runner Ride Bike Share's part-time student-staff specifically in bike maintenance and provide oversight of all repairs, while maintaining a safe and supportive working-environment. He/she will help maintain and develop the inventory of bikes and parts for sale/rent, lead safety/maintenance workshops, and assist with publicity/promotion of the Runner Ride Bike Share Program at outreach events. The Program Lead will work in cooperation with the OA Coordinator to develop and maintain bike initiatives/projects with campus-partners. The Program Lead will work closely, generally daily, with the OA Coordinator. Formal meetings will be scheduled on an as-needed basis. Job performance will be reviewed in an ongoing way with consultations held as needed. The emphasis of this position is attention to detail and safety while providing outstanding and courteous service and ensuring outstanding customer satisfaction regarding the Runner Ride Bike Share.
DUTIES:

LEADERSHIP & MANAGEMENT
- Assist in the coordination, supervision, and evaluation of all aspects of the Runner Ride Bike Share’s operations on an on-going basis, including participation trends, fiscal operation, program curricula, student staffing needs, program development, and participant satisfaction.
- Design, modify, and conduct Bikes Share specific maintenance training curriculum for Student Assistants (Bike Share Attendants).
- Foster and promote respect, value, accountability, and safety for all equipment, participants, employees, and in the working environment itself.
- Assist with the recruitment, hiring, training, and evaluation of part-time Student Assistants (Bike Share Attendants).
- Provide maintenance training, maintenance performance feedback, and motivation to student employees.
- Develop an appropriately diverse and qualified student staff to meet programmatic needs and reflect the diverse population served by the Runner Ride Bike Share.
- Meet with student employees to set tangible goals and provide suggestions for improvement and further development
- Plan for turnover of the Runner Ride Bike Share student staff which requires continuous hiring and training.

SAFETY & RISK MANAGEMENT
- Evaluate, inspect, and maintain bikes in the Runner Ride Fleet, while monitoring and maintaining quality control systems
- Ensure all bicycles in the Runner Ride Bike Share have access to working bicycle-safety-equipment (e.g., helmets, lights) that meet professional safety-standards.
- Enforce the Runner Ride Bike Share Program and SRC policies, and inform student staff regarding new policies, policy changes, new procedures, and procedure changes.
- Assist in the development and implementation of professional guidelines and program practices that are reflective of the high standards the CSUB Student Recreation Center employs for its programs and services.
- Assist in initiating immediate first aid and proper emergency procedures.
- Maintain familiarity with evacuation plans and assist during major emergencies.

FISCAL MANAGEMENT
- Assist with the development of the Runner Ride Bike Share income and expense budgets, and program needs.
- Develop and maintain an inventory of bike repair parts for program use and sales

ADMINISTRATIVE DUTIES & RESPONSIBILITIES
- Provide support to the Director and Coordinators on specific projects as needed and assigned.
- Represent the SRC and CSUB in a professional manner and act as an SRC ambassador at all times.
- Serve as a role model to other staff and participants.
- Provide positive public relations and policy education to participants.
- Attend and contribute to all mandatory staff meetings, workshops, and retreats.
- Provide a friendly, inclusive, service-oriented environment for all staff and participants.
- Demonstrate awareness of, and appreciation for, individual uniqueness and diversity.
- Maintain a positive relationship with staff and co-workers.
- Demonstrate commitment to student development and leadership.
- Maintain high standards and achieve high expectations.
- Maintain prompt hours and follow absence procedures.
- Maintain inventory and maintenance logs both electronically and physically in the Runner Ride Bike Shop.

PROGRAMMATIC DUTIES
- Monitor and maintain mechanic’s efficiency and assist Student Assistants (Bike Share Attendants) with repairs as needed.
- Manage and maintain shop supplies, inventory, and tools. Re-stock and initiate re-orders for any bicycle parts.
- Delegate maintenance jobs and responsibilities to Student Assistants (Bike Share Attendants).
- Maintain a high degree of cleanliness and organization of the Runner Ride Bike Shop.
- Work with student staff, member services as well as MODs, to check in and out Runner Ride Bicycles.
- Record and update maintenance logs for any repairs of equipment used in the Runner Ride Program.
- Inspect condition of outgoing and incoming items and replace as needed.
• Assist SRC participants regularly with all aspects of the facility, program, and services.
• Document the completion of all assigned tasks.
• Educate participants and student staff; adhere to, and enforce, all policies and procedures for the Runner Ride program.
• Develop and teach safety and maintenance workshops, working with the Student Manager and Coordinator.
• Work with Coordinator and campus partners to provide programming and services at larger campus events.

REQUIRED QUALIFICATIONS:
• High School Graduate, GED, or equivalent.
• Equivalent of four years of recent experience working as an expert bike mechanic, demonstrating a foundation in and working knowledge of bicycle repair and vehicular cycling. Technical service: Basic tune-ups to complete overhauls
• Previous experience with and thorough knowledge of various bike components, service tools, and machinery
• Working knowledge of current standards of the bike industry related to risk management, program design, safety standards, etc.
• Broad working-knowledge of bicycling activities, programs, and curriculum, particularly in a college setting.
• Ability to establish and maintain cooperative and professional working-relationships with co-workers, employees, and the public.
• Ability to listen perceptively and maintaining equanimity when dealing with conflicts, complaints, and difficult situations.
• Working knowledge of computer applications including email, Word, Excel, Access, and activity-registration programs.
• Skill in prioritizing tasks to complete work in a timely manner with a dynamic workload and multiple or competing requirements and deadlines.
• Genuine interest in a variety of individuals and commitment to providing quality service to diverse populations.
• Candidates should be reliable, self-motivated, and should be able to solve problems and make decisions based on SRC mission and vision.
• Ability to formulate and monitor plans according to established goals.
• Ability to work independently and demonstrate time management skills.
• Ability to prioritize and manage workload to meet overall departmental and programmatic-needs.
• Current American Red Cross certification in CPR, AED, and First Aid (or ability to obtain within first 30 days of employment).
• Ability to lift up to 50 pounds; stoop, bend, and stand for long periods of time.
• Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS:
• Degree from an accredited 4-year institution preferred.
• Current League-Cycling-Instructor Certification through the League of American Bicyclists or equivalent.
• At least 5 years’ experience in professional bicycle maintenance
• At least 2 years’ experience working with a bike share program
• Demonstrated experience in planning and conducting Bike Shop operations, maintenance classes, traffic-skills classes, group rides, and outreach activities (e.g., pit stops at public events).
• Demonstrated ability to develop and plan instructional classes, design a broad-based curriculum, and create new program-concepts.
• Demonstrated ability to develop and prepare substantial documents, including program descriptions, reports, and manuals.
• Demonstrated supervisory skills, including interviewing, evaluation, corrective action, conflict management, team building, and problem solving.
• Demonstrated ability to promote and market fee-based programs to a diverse university-audience, including students, faculty, staff, and alumni.
• Demonstrated ability to mentor college students in professional development.
• Demonstrated skill in working independently and in completing assignments with minimal direction

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.
BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU Bakersfield Auxiliary for Sponsored Programs Administration. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

SENSITIVE POSITION: Sensitive positions are designated by the CSU Bakersfield Auxiliary for Sponsored Programs Administration as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the Auxiliary or individuals in the university community.

GENERAL INFORMATION: It is the policy of California State University Bakersfield Auxiliary for Sponsored Programs Administration to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with payroll regulations.

APPLICATION PROCEDURE: Official California State University Bakersfield Auxiliary for Sponsored Programs Administration application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application go to the Human Resources’ Job Opening/Status Inquiry page at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “JOB STATUS” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University Bakersfield Auxiliary for Sponsored Programs Administration and will not be copied or returned.