

VCCool Master Mechanic Job Description

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Job Summary: The Master Mechanics main goal is to train volunteers both in best practices of bicycle mechanics, and in how to coach and teach, so that volunteers can assist and encourage clients who want to work on their own bicycle at the HUB. The Master Mechanic also oversees the shop so that it is efficient and comfortable.

Organization Hiring: VCCool (Ventura Climate Care Options Organized Locally) a 501(c)(3) non-profit. www.vccool.org

Contact Information:

Please send all correspondence to: jobs@vccool.org or

VCCool
345 W. Center St.
Ventura, CA 93001

You can also call our office at (805)648-1267

Reports to: Program Manager

Classification: Part-time, hourly, grant-dependant position
(When the grant runs out, the position will be closed unless we can get additional grants.)

Location: Ventura, CA

Hourly Rate: \$14 to \$17 depending on qualifications, [possible benefit package still in research]

Job Requirements

- 2 years of working as a key mechanic in a professional shop.
- Current with the latest bicycle equipment and methods of repair and upkeep
- Experience and skill in teaching, training, coaching, advocating, and working with the public.
- Demonstrates ability to set up and manage an efficient and comfortable shop space.
- Experience working with low-end bicycles as well as expensive bicycles.
- Have access to working phone and internet access.
- Uses bicycles as a key form of transportation.

- Bilingual Spanish/English encouraged.

Job Duties

Train Volunteers in best practices for bicycle repairs, covering the entire bicycle, mountain bikes as well as road bikes.

Train Volunteers in methods of teaching and coaching clients to gain knowledge and confidence working on their *own* bicycle.

Train Volunteers in shop upkeep.

Help select volunteers that can handle the job. Help determine what volunteer can handle what jobs.

Set up the shop space, and manage volunteers to do shop upkeep.

Help with volunteer appreciation.

Recognize and help remove volunteers that are not working well with the HUB.

Be in close communication with the Program Director.

Reply promptly to e-mails and phone messages.

Other duties as assigned.