



THE IMAGINE JUSTICE PROJECT

AmeriCorps Position Description

- Programs Assistant -
2nd Cycle Community Bike Shop

BACKGROUND INFORMATION

The Imagine Justice Project

Young people often come into contact with the criminal justice system as a result of normal adolescent behavior, such as taking risks and pushing boundaries. Due to institutional racism and implicit bias, this happens more often for Black and Brown youth through the over-policing of communities of color, racial profiling and disproportionate minority sentencing. The isolation and stigma surrounding criminal justice system involvement create additional barriers preventing youth and young adults from achieving their full potential. Protective factors, such as participation in positive youth development programs and connection to caring adults, can create safe and supportive environments for youth that prevent and reduce contact with the criminal justice system.

The Imagine Justice Project is a collaborative Pierce County effort to strengthen youth development and advance equitable, community-centered justice systems. One of the primary strategies of the Imagine Justice program is to leverage AmeriCorps volunteers to build the capacity of local organizations to provide culturally response, trauma-informed positive youth development programs and services.

AmeriCorps Team

An AmeriCorps member is an individual who engages in community service through an approved national service position. The Imagine Justice Project is recruiting 20 individuals to serve as AmeriCorps members in positive youth development programs across Pierce County. The majority of positions are fulltime positions, which complete 1700 total service hours over a period of approximately 11 months. Some shortened and part time positions are also available. Members are eligible to receive a living allowance, healthcare benefits, childcare benefits, as well as significant training and coaching. Upon successful completion of their service terms, members earn a Segal AmeriCorps Education Award from the National Service Trust that members can use to pay for higher education expenses or apply to qualified student loans.

POSITION INFORMATION

Position Title: Program Assistant

Service Term:

This is a 1700-hour fulltime position, at approximately 40-hours per week for 11 months. The term is expected to begin August 22nd, 2022 and continue through July 15th, 2023.

**Days/Hours of Service:**

The ideal schedule is Tuesday through Saturday 10am to 6pm which includes one 30-minute unpaid lunch break, and two 15-minute paid rest breaks. Depending on the season and what programs are running, members should be flexible to work programs scheduled on Sundays and/or Mondays.

Every other Friday AmeriCorps members will be expected to come together as a team for training, project planning, and team building. Alternate Fridays are optional days to come together with the AmeriCorps team.

Program Description:

A 2nd Cycle program assistant will be involved in the programs department which includes our youth, adult, and mixed aged programs. Programs also included are the volunteer program, pedals for the people, and the community tool space. Programs are run by Alvaro Juarez. Youth programs involve teaching youth ages 5-17 how to repair bicycles and how to safely ride in a group setting. We also partner with Pierce County Juvenile Court to divert youth from entering the court system. The volunteer program is run by Matt Newport which involves teaching members of the community ages 16 and up of different skill levels how to build and strip bikes, organize the donations center, and any other tasks needed to support the rest of the shop. The Community Tool Space program is there to support the Tacoma and surrounding community with the knowledge and assistance they need to repair and ride safely and happily. A person assisting this program will walk participants through their bicycle repair that brought them into the tool space. The Pedals for the People program is in place to give away functioning bicycles to adults in need, this entails teaching the recipient how to use the bicycles, how to fix a flat, how to use their u-lock, and fit the bicycle to them.

Host Site Description:

2nd Cycle Community Bike shop is a 501(c)3 nonprofit organization whose mission is to demystify and normalize bike riding as a part of daily life, and realize the bicycle as a tool for personal and community empowerment. Our vision is to see a world where the joy of bike riding is accessible to everybody. The organization has been in operation since 2008. We are devoted to increasing accessibility to bicycles, parts, events and tools. We are currently a small dedicated team of seven people with a variety of roles/responsibilities and everyone is first trained as a mechanic. It started as an all-volunteer based project to help fix bikes for folks in the Tacoma Hilltop community. Since then it has grown to be the nonprofit it is today with paid staff and a variety of programs, services and monthly events. Our focus is to help grow the cycling industry with authenticity and inclusion at its core.

Service Location:

Pierce County is located in the Puget Sound region of Washington State and is home to the iconic 14,000-foot tall Mt. Rainier. This area is the traditional lands of the Coast Salish people. With a population of approximately 800,000, Pierce County is the second most populous County in the state with Tacoma being Pierce County's largest City.

Tacoma is home to roughly 212,869 people and is rapidly growing. We are historically a working class port town surrounded by the Puget Sound. Tacoma is built on land of the Puyallup and Salish tribes. The work site is located at 1205 Martin Luther King Jr Way in the Hilltop area of Tacoma, Washington. Hilltop is a historically black neighborhood that has undergone redlining and is currently experiencing gentrification. In the last 4 year, Tacoma has seen the closure of 3 different bicycle shops. Currently there is a light rail system being built along MLK Street which should be completed by 2023. This will connect the Stadium District with the Hilltop Neighborhood and downtown's business district. We have



a large community of unhoused folks, a lot of whom rely heavily on our services. Due to the Covid-19 pandemic we and the rest of the world are experiencing a massive boom in the cycling industry which has been both amazing for new ridership but also creates pressure around resources. Our focus is to navigate these new challenges while staying true to our mission and vision.

Position Description:

The 2nd Cycle program assistant's job is to support the programs and its participants. The division of labor involved with each program will depend on the applicant's abilities and interest which will be discussed during training. Involvement with facilitating an Earn-A-Bike class and Bike Camp would look like preparing teaching materials before class, safety checking the student's bicycles, and offering social and emotional coaching to program participants. This position is good for people that are just starting out in the bicycle industry, folks who want to learn more about bikes, get a hands-on learning experience, or want an outlet to help those in need in their community.

The program assistant will acquire basic mechanic skills and learn proper tool handling. The position is intended to teach and inspire the community who will in turn help keep 2nd Cycle authentic and true to its mission. While assisting the youth programs the job will entail teaching youth how to ride in a group and how to handle tools and fix their bikes. The volunteer program will require teaching volunteers bike skills and helping the volunteer coordinator with creating the daily to do lists for volunteers. Assisting the volunteer program can also involve projects that improve the space such as putting up shelving, rearranging the bikes, and implementing storage systems.

Responsibilities and Related Tasks:

Shop/Classroom Responsibilities:

- Clean and organize shop
- Fill cleaning and lubrication bottles
- Take out trash and metal recycling
- Clean bathrooms
- Wipe down counters
- Vacuum and sweep
- Answer phones
- Teach program participants mechanical skills in open shop
- Perform on the spot repairs
- Open and close the register
- Operate the point of sale system
- Take in donations from the community

Programs Responsibilities:

- Teach program participants how to handle tools/fix their bicycles
- Ride with/be a sweep for group rides
- Maintain cleanliness of the classroom
- Restock resources as needed for community open shop



- Be a positive adult presence for youth
- Be familiar with program description and dates to help promote camps and classes

Mixed-aged Program Responsibilities:

- Teach volunteers how to handle tools, strip bikes, build bikes, and organize the space
- Help create daily tasks lists/prioritize donations center needs
- Strip bikes for parts
- Sort donations
- Sort small parts
- Organize the bike storage room
- True wheels for sale
- Help with special projects (ex: installing storage fixtures, hanging signage, etc.)

Benefits:

- Living allowance of \$18,000 for complete service term. The living allowance is paid in equal installments on the 5th and the 20th of each month. Each installment is approximately \$818.18, totaling \$1,636.36 per month during service term (approximately 11 months).
- Access Segal AmeriCorps Education award in the amount of \$6,495 upon successful completion of service term. This award must be used within seven years of service completion and may only be used to pay educational expenses at eligible post-secondary and technical institutions OR repay qualified student loans
- Optional health insurance coverage for individual
- Optional childcare assistance (must meet specific eligibility requirements)
- Optional student loan forbearance during service term
- AmeriCorps Member Assistance Program (MAP) which includes virtual counseling and coaching, financial and legal assistance, and other resources
- Access to tools and stand time for personal projects (off the clock)
- Occasional perks such as food and beverages for the team
- Discount on merchandise

ELIGIBILITY

Required Qualifications:

- Age 18 or older at start of service term
- High School Diploma or equivalent upon start of service term, OR agree to obtain diploma or equivalent prior to using Segal AmeriCorps Education Award
- US Citizen or permanent resident
- Proof of complete COVID-19 vaccination
- Commitment to building skills and knowledge related to diversity, equity, and inclusion
- Ability to travel to service site(s) as well as other training or activity locations across Pierce County
- Must be able to lift 30+ pounds over their head multiple times per day
- Ability to be on feet up to 7 hours per day
- High school level reading and writing skills



- Able to navigate a point of sales program/computer skills
- Familiar with handling tools in a safe manner
- Must be comfortable with using Google Drive and Slack for email, scheduling, and communications

Desired Qualifications:

- Represent the diversity of clients being served through personal characteristics and/or lived experience (Example: low income, homeless, youth, person of color, identify as a member of the LGBTQ+ community)
- Possess good interpersonal skills (compassionate with boundaries)
- Comfortable multitasking while maintaining focus
- Ability to self-direct and ask for help when needed
- Able to communicate effectively
- Enjoys riding bicycles
- Experience with successfully repairing bicycles
- Previous experience working with youth or young adults
- Previous experience working with the houseless population
- Familiarity with the Pierce County community
- Skills and/or knowledge related to youth development, trauma-informed care, or diversity, equity and inclusion

Criminal History:

The Imagine Justice Project values individuals with lived experience that relates to the clients and communities we serve. All AmeriCorps positions are subject to the National Service Criminal History Check (NSCHC) process. Applicants who do not consent or provide false information are not eligible to serve in an AmeriCorps position. Additionally, any applicant who has been convicted of murder, or who is registered or required to be registered on any sexual offender registry will also be disqualified from any AmeriCorps service position.

All new 2nd Cycle staff members need to read and sign our employee handbook.

Service Environmental & Physical Requirements:

The bike shop is consistently loud with a lot of movement and distractions. Example: phones ringing, music, multiple conversations, mechanical noises, etc. Dust and dirt are always a factor. This is a hands-on job that requires a willingness to get dirty so appropriate clothes and shoes are strongly recommended. The space is divided into two buildings that are next door to each other with a side door connecting them. At 1205 MLK Jr way we have the retail space, the original open shop space, break room, full service area, storage room, and two bathrooms. At 1207 MLK Jr way location we have the programs community classroom, the Executive Director's office, the volunteer/donations coordinator space and parking for our 2nd Cycle van. There is space in the break room for personal bikes and parallel parking on MLK and 12th St. There is the #57 Pierce Transit bus that runs along MLK which has a stop one block from our front door.

Currently we are still requiring all staff, volunteers and customers to be vaccinated and wear face masks while in the space (face shields alone are not acceptable). We take all staff and volunteers' temperatures and record them before starting the work day. Hand washing and social distancing are still strongly encouraged. Removing masks is allowed for hydration purposes and while taking meal breaks.



Equal Opportunity

AmeriCorps and the Imagine Justice Project is available to all, without regard to race, color, national origin, gender, age, religion, sexual orientation, disability, gender identity or expression, political affiliation, marital or parental status, genetic information and military service. Reasonable accommodation will be provided to the known mental or physical disabilities of otherwise qualified members.

CONTACT INFORMATION

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AMERICORPS HOST SITE:

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