

BSBC Shop Manager

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The Short Version

The Shop Manager keeps the heart of BSBC – our physical shop space – humming. From keeping an eye on volunteer work hours and managing inventory to keeping the shop clean and being a welcoming, warm presence, the Shop Manager manages the behind-the-scenes logistics to front-of-house vibes for all who participate in the space.

What Makes This Moment (and Hiring Process) Special

You're about to dive into a people-powered process at a people-powered organization.

Since our founding in 2015, the Bradley Street Bicycle Co-op (BSBC) has been the heart of D.I.Y. bike culture and community in New Haven. On any day, you'll see dozens of volunteers rolling up their sleeves to learn bike repair skills to help get bikes in shape for donating or selling back to the public (and then hanging out and eating cookies after). You'll meet community leaders using the space to host climate action meetings or get involved in bike advocacy. You'll see big group rides gathering to enjoy biking around New Haven and beyond. It's a pretty great place.

And now we're in the midst of our first hiring process as our founder transitions out of his Executive Director role (😊) by Fall 2022. This has sparked an exciting moment in our history – dozens of volunteers have stepped as visionary, strategic partners to shape the future of BSBC. This hiring process is the result of their work.

Here are a few things you should note:

- + **This is not a description for just one job, but the types of work our community needs done to thrive.** If you find yourself interested in more than one role – maybe you love working on bikes *and* leading volunteer communities – you should say so! [Check out the other descriptions here.](#) We are open to a variety of ideal candidates. In your response, make clear the position or position(s) OR the types of work you'd want to do in this position.
- + **All paid staff will work collaboratively with volunteers.** You'll be seen as a steward of the dreams of our greater community, not a lone actor in a traditional hierarchy. You'll be a facilitator, not a “boss”.

Time & Pay

- + Part-time; 20-25 hours per week
- + \$20/hr

- + Shop is open Mon-Thurs. 4pm-7pm, but that could change

Your day-to-day would include

- + **Hosting Open Shop Hours where volunteers work on bikes to donate and sell to the public.** You'll work side-by-side with our Lead Mechanic to answer questions, keep an eye on the work, and help get volunteers oriented in the space.
- + **Keeping the shop space welcoming, accessible, and functional.** You'll help clean and organize bike parts in the shop space, and make sure the natural chaos of a community workshop space is contained and managed in collaboration with other volunteers.
- + **Maintaining tools and managing inventory.** You'll work with the Lead Mechanic to manage inventory ordering through Quality Bike Parts (QBP) and J+B and also maintain any tools and machinery (belt sander, grinders, etc.) in the shop to make sure it is functional and safe.
- + **Collaborating with volunteers.** Whether it's helping a volunteer set up a bulletin board in the space or giving a new volunteer a tour, you're in constant conversation and co-creation with our community of volunteers.
- + **Making sure the exterior of the shop looks great (and is accessible).** This might include mowing the lawn, weed wacking, crafting signage, and shoveling snow in the winter months.
- + **Assisting with bike intake and scrap runs.** You'll help process new bike donations and also be able to make scrap runs to the metal yard.
- + **Acting as a representative of BSBC in the community.** Whether it's meeting folks for coffee hangs and catching them up on what's going on or attending local events to advocate for the co-op, you'll be a point person for our work alongside other paid staff.

About You

- + **You love bringing a vision to life in a physical space.** When a space is disorganized, you have an innate sense of what can be done to make it better and can make it happen. This might look like reorganizing the space to make bike repairs more efficient, helping clear the space to prep for an event, or finding the best way to organize a bunch of bikes that just got donated during an already busy day.
- + **You'd rate yourself as a "pretty skilled" bike mechanic.** You're able to diagnose and fix 75% of the most common issues in bike repair – and/or be comfortable researching and trying out what you don't know. You'll work in tandem with our Lead Mechanic and other skilled volunteers in answering questions and assisting on bikes.
- + **You're able to self-manage your time and to-do list, and are super organized and detail-oriented.** While we have an active Volunteer Advisory Board, Working Groups, and Board, there's no one "boss" who will keep you on track.

- + **Collaboration is essential to your process.** You love asking for more input, feedback, and believe the best work is done by co-creating with our community of volunteers, members, and people who use the shop.
- + **You lead with BSBC values, anti-racism, and inclusion at the heart of everything you do.** These inform everything from your one-on-one interactions to your part in crafting a safe and welcoming space for all every day.
- + **You're comfortable with digital tools.** You don't have to be a communication expert, but it's important that you can post to social media, send out an e-mail, or edit a doc (or can learn how to do these if you don't already know!).
- + **You're comfortable lifting 50+ pounds.** You should be comfortable lifting bikes, furniture, and machinery – sometimes from different heights – without assistance.
- + **You have a drivers license.** You're able to drive the shop truck to pick up bikes and make scrap runs.

EEO

We are committed to building a creative and dynamic work environment that celebrates individual differences and diversity and treats everyone with fairness and respect. We do not discriminate in practices or employment opportunities on the basis of an individual's race, color, national or ethnic origin, religion, age, sex, gender, sexual orientation, gender identity, marital status, veteran status, disability, or any other category protected by federal, state, or local regulations. We strongly encourage candidates of color to apply.

More about the Bradley Street Bicycle Co-Op

At its core, the Bradley Street Bicycle Co-op is a community bike shop working towards an equitable New Haven by getting people on bikes.

In practice, this looks like many beautiful things. From the outside, we are an old brick building with a small sign above our door, a glowing 'BSBC' sign illuminating the window at night. But inside we are warmed under lights, friends, knowledge, dirty hands, and the betterment of our city. We make decisions based on principles and beliefs, not based on what makes us more money. We take care of each other, and love meeting new friends. We show up, to the shop, to events, to things that mean something to one another. We all run this shop together.

We are a community of workers, learning with our hands, laughing with friends, and building a better world together. We'd love for you to join our community!

[Read more about BSBC here.](#)