

Utah Conservation Corps AmeriCorps Individual Placement Aggie Blue Bikes Senior Mechanic



ORGANIZATION OVERVIEW

Founded in 2005, Aggie Blue Bikes (ABB) is a community oriented on-campus bicycle rental and repair shop. Aggie Blue Bikes receives its funding from student tuition, and receives approximately \$1.11 per student, per semester. ABB employs trained mechanics who can teach customers how to repair their bicycles. Mechanics are trained to be non-elitist and welcoming for all skill levels. The shop has a rental fleet of 250 bicycles that are available for free to students. The shop also sells basic necessities to keep your bike running and can teach you how to install and adjust them with our stocked tool boards. ABB also has a variety of events both on and off bicycles that are aimed towards fun and sustainability for all. We also take donated bicycles and repair them to donate back to community organizations such as CRIC and Athletics United.

POSITION OVERVIEW

The Shop Staff, or Mechanics, are AmeriCorps Individual Placements, and are the face of Aggie Blue Bikes. Mechanics are expected to interact with customers in a friendly and informative way throughout their shift. Mechanics are responsible for efficient, thorough, and safe preparation of bicycles for checkout to users. They are also responsible for teaching customers how to do repairs on their personal bikes. For mechanics who have been at the shop for a year or more, this position offers higher pay with an equal increase in responsibilities.

Mechanic positions are Individual Placement Positions offered in collaboration with Utah Conservation Corps. The Senior Mechanic is 450-hour AmeriCorps member who will serve between 15-20 hours per week (approximately) June 2024-May 2025. **Mechanics are supervised by the Shop Manager and Program Coordinator.**

PRIMARY DUTIES (DIRECT SERVICES)

- Develop data tracking plan to collect and report UCC/AC impact data in a timely and accurate manner.
- Interact with customers of Aggie Blue Bikes Maintain and repair bicycle rentals.
- Perform shop operations and procedures
 - This includes opening and closing duties, handling cash and payments from clients, working with customers, and maintaining efficient workflow.
- The biggest responsibility of the shop staff is to interact in a kind and professional manner to all customers. ABB is a non-elitist program; therefore, the shop staff must make every person feel comfortable in the shop whether they are renting or learning how to perform maintenance. This also includes clientele outside the shop at events and pop up stands that ABB operates periodically.
- Senior mechanics will be responsible for performing quality assurance checks in the form of “ABC-quick checks” on bicycles tuned up by others.
 - Ensuring the bicycles rented out by ABB meet the quality and safety standards set by the program coordinator to ensure the bicycles are safe for clients.

- Senior Mechanics are expected to run ABB tables at events to ensure possible customers receive the most up to date and accurate information about the shop.
- Senior Mechanics must spend part of their time building relationships with community partners by running bicycle maintenance workshops organized by ABB.
- Senior Mechanics will be expected to have the knowledge to answer most questions related to bicycle maintenance as well as how ABB runs and operates.

TRAINING AND PROFESSIONAL DEVELOPMENT OPPORTUNITIES (20% maximum time served can be member development and training)

- Attend required USERVE Volunteer Management sessions.
- Attend required USERVE Member Gatherings and Active Engagement Retreats.
- Complete UCC Orientation Modules.
- Bicycle maintenance skill development workshops
- Opportunity to attend Intermountain Sustainability Summit at Weber State University

POSITION REQUIREMENTS

AmeriCorps Requirements (all below required):

- Be a United States citizen, U.S. national, or a lawful permanent resident alien of the United States.
- Be at least 18 years of age.
- Eligible to serve in an AmeriCorps State/National term. Please note that AmeriCorps rules limit members to a maximum of four AmeriCorps terms in a program such as UCC. AmeriCorps also limits the number of education awards an individual may earn. This rule states that "although an individual can serve more than two terms, a person cannot earn more than the aggregate value of two, full-time education awards."
- It is a requirement to obtain a high school diploma or GED before one is eligible to use the Education Award.
- Must submit to and pass a background check. Must be clear of any record on the National Sex Offender Public Registry. Must have a criminal record clear of any conviction(s) for murder.
- Full day schedules include a 30-minute lunch break does NOT count toward term of service hours.

Position Specific Requirements:

- Previous Experience as an Aggie Blue Bike IP Mechanic.
- Quality control experience.
- Community development experience.
- Interest in Community Service and building community.
- Passionate about bicycles and/or other sustainable modes of transportation.
- Comfortable working with a diverse population of clientele who frequent ABB.
- Good communicator – Willing and able to give and receive constructive feedback.
- Be mechanically minded – willing and able to work with your hands, get dirty and work with hand and power tools.
- Be a problem solver.
- Be an initiator, actively bring new ideas to the table.

- Be productive and able to work alone and without supervision.
- Display honesty, trust, and empathy toward users and other employees. Have year-round availability, including summer months (required).
- Lead by example for new mechanics who don't know the ropes, and help them learn how the shop operates
- Help new mechanics fill gaps in their knowledge of bicycle maintenance by answering questions and assisting with repairs.

COMPENSATION AND BENEFITS

. This AmeriCorps member will receive the following benefits:

- **\$5,375.93 living allowance** (Divided and paid in even bimonthly (TWICE per month) disbursements throughout the term of service).
- **\$1,824.07 Segal AmeriCorps Education Award** (available to members after successful service term (minimum hours AND dates)).
- Federal, student loan forbearance and, workers compensation for all members. More information can be found [here](#).
- Note: this is taxable income.

HOW TO APPLY

Research shows that candidates from underrepresented populations often don't apply for positions if they don't meet all the position qualifications and skillsets. We strongly encourage you to apply if you are interested!

Submit the following items to avery.cronyn@usu.edu with "Senior Mechanic" in the subject line.

1. Cover Letter
2. Resume
3. References

Preference will be given to complete applications **received by 6/1/2024.**

Diversity Statement

Utah Conservation Corps is an equal opportunity program. Qualified applicants will receive consideration without regard to race, color, religion, sex, sexual orientation, gender identity, gender expression, national origin, age, protected veteran, or disabled status. UCC is committed to providing reasonable accommodations for application and service with our programs.

About the Utah Conservation Corps

The Utah Conservation Corps (UCC) is an AmeriCorps program dedicated to developing the conservation leaders of tomorrow. We're a non-residential AmeriCorps program composed of AmeriCorps members, staff, and partners dedicated to service to our community, the environment, and regions requiring disaster response efforts.

Additionally, as an organization, we seek to provide a more welcoming environment for people of all backgrounds and experience levels to ensure a healthy, vibrant, innovative, and sustainable corps. The UCC is committed to an inclusive culture of community and service and to recognizing

and addressing our shortcomings. Our vision is to create sustainable communities and conserve the natural heritage of Utah and the Intermountain West.

UCC's Zero Tolerance Policies

The following behaviors will result in immediate termination. At no time may the UCC AmeriCorps member:

- Engage in activities that pose a significant safety risk to others or physically or emotionally damage members of the program or community, such as harassment, hostile work environment, or bullying;
- Possess, consume, or be under the influence of illegal drugs or alcohol during the performance of service activities or while living and working at the UCC project site, campsite, or in UCC vehicles (which includes showing up to work hungover); and
- Fail to notify the UCC of a criminal arrest or conviction during their term of service.

Land Acknowledgement Statement

As part of Utah State University, a land grant institution, UCC acknowledges Utah State University campuses and centers reside and operate on the territories of the eight tribes of Utah, who have been living, working, and residing on this land from time immemorial. These tribes are the Confederated Tribes of the Goshute Indians, Navajo Nation, Ute Indian Tribe, Northwestern Band of Shoshone, Paiute Indian Tribe of Utah, San Juan Southern Paiute, Skull Valley Band of Goshute, and White Mesa Band of the Ute Mountain Ute. Along with USU, we acknowledge these lands carry the stories of these Nations and their struggles for survival and identity. We recognize Elders past and present as people who have cared for, and continue to care for, the land. In offering this land acknowledgment, we affirm Indigenous self-governance history, experiences, and resiliency of the Native people who are still here today.

AmeriCorps Rules of Conduct

AmeriCorps Prohibited Activities

While charging time to the AmeriCorps program, accumulating service or training hours, or otherwise performing activities supported by the AmeriCorps program or CNCS, staff and members may not engage in the following activities:

- a. Engage in any activity that is illegal under local, state, or federal law
- b. Engage in activities that pose a significant safety risk to others
- c. Engage in any AmeriCorps-prohibited activities that include:
 - Attempting to influence legislation;
 - Organizing or engaging in protests, petitions, boycotts, or strikes;
 - Assisting, promoting, or deterring union organizing;
 - Impairing existing contracts for services or collective bargaining agreements;
 - Engaging in partisan political activities, or other activities designed to influence the outcome of an election to any public office;
 - Participating in, or endorsing, events or activities that are likely to include advocacy for

or against political parties, political platforms, political candidates, proposed legislation, or elected officials;

- Engaging in religious instruction, conducting worship services, providing instruction as part of a program that includes mandatory religious instruction or worship, constructing or operating facilities devoted to religious instruction or worship, maintaining facilities primarily or inherently devoted to religious instruction or worship, or engaging in any form of religious proselytization;
- Providing a direct benefit to:
 - A business organized for profit;
 - A labor union;
 - A partisan political organization;
 - A nonprofit organization that fails to comply with the restrictions contained in section 501(c)(3) of the Internal Revenue Code of 1986 related to engaging in political activities or substantial amount of lobbying except that nothing in these provisions shall be construed to prevent participants from engaging in advocacy activities undertaken at their own initiative; and
- An organization engaged in the religious activities described in paragraph C. 7. above, unless CNCS assistance is not used to support those religious activities;
- Conducting a voter registration drive or using CNCS funds to conduct a voter registration drive;
- Providing abortion services or referrals for receipt of such services; and
- Such other activities as CNCS may prohibit
- AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non- CNCS funds. Individuals should not wear the AmeriCorps logo while engaging in any of the above activities on their personal time.

d. Such other activities as CNCS may prohibit.

e. Additional Items Prohibited by the Program

- Census Activities. AmeriCorps members and volunteers associated with AmeriCorps grants may not engage in census activities during service hours. Being a census taker during service hours is categorically prohibited. Census-related activities (e.g., promotion of the Census, education about the importance of the Census) do not align with AmeriCorps State and National objectives.
- Election and Polling Activities. AmeriCorps members may not provide services for election or polling locations or in support of such activities.
- AmeriCorps members may not engage in the above activities directly or indirectly by recruiting, training, or managing others for the primary purpose of engaging in one of the

activities listed above. Individuals may exercise their rights as private citizens and may participate in the activities listed above on their initiative, on non-AmeriCorps time, and using non-CNCS funds. Individuals should not wear the AmeriCorps logo while doing engaging in any of the above activities on their personal time.

AmeriCorps Members as Team Leaders. Programs may create positions where AmeriCorps members provide an additional layer of leadership and support for members under certain conditions. All the activities and prohibitions that apply to AmeriCorps members also apply to Team Leaders. Team Leaders are not permitted to act in a staff capacity, including supervising members. Team Leaders must not be responsible for program development and coordination; however, they may assist by providing information and resources on best practices or by helping to develop portions of the program such as the training curriculum. Under no circumstances should an AmeriCorps member serving as a Team Leader be the individual legally responsible for the program or other members.

Unallowable Team Leader activities include: signing member timesheets; evaluating member performance; disciplining AmeriCorps members; enrolling/dismissing AmeriCorps members; writing and/or signing program reports; managing the program's payroll and budget.