



## GRUPITO COORDINATOR JOB DESCRIPTION

### **Mission:**

El Grupo's mission is to empower youth through bicycles. We use bicycles as our lens for positive youth development, taking a holistic approach combining the academic, social, and physical wellbeing of our youth. We teach youth how to ride a bike; we bikepack the beautiful Sonoran Desert; we race and ride both mountain and road bikes all over the southwestern U.S.; we engage our youth in service-learning projects around Tucson; we build community-minded leaders of the future.

### **Role:**

As a Coordinator of an El Grupo program, you are the behind-the-scenes puppet master as well as center stage for all things program related, as well as orchestrating, through leading and mentoring your coaching team, all the big and little things that need to happen for your riders, parents, and program. From implementing program goals and supervision, to race sign ups and organizing volunteer parents and coaches, to oversight of medical forms and academic hours, you inhale information and exhale coordination. This requires organization, attention to detail, and strong communication skills. You will interact with riders and families on a regular basis—recognizing your role and those relationships is crucial to providing the experiences that make El Grupo a great organization with fantastic programs.

You'll spend time with youth each week to build positive relationships and be an incredible role model for our youth riders, ages 7 – 18 depending on which El Grupo Program you are assigned. In this rewarding, fun, and at times challenging role, you will have a profound impact on the lives of El Grupo youth. As a positive youth development program, we build confidence, core competencies, and personal discipline in youth. Because of this, the role of the coordinator is also that of a coach. You will not only lead youth through their daily activities but are to be there for the youth with whatever is needed. Coaches become strong figures in youth's lives as role models and someone who they can turn to when they need help.

A strong candidate will be highly organized, have a background in or commitment to youth development and/or coaching, be a strong communicator, and have a demonstrated interest in the mission of El Grupo.

**Responsibilities:**

- Develop and map out the full semester and full riding season goals and events. Able to break down the goals into daily tasks/goals and lead each day's lesson plan, assigning leadership roles to coaches and youth mentors, annually evaluating the program curriculum. Communicating the semester plan, as well as providing predictable weekly communication of the plan with all stakeholders.
- Ensure safety of all bikes before each day and manage constant maintenance of the fleet.
- Manage relationships and scheduling of coaches and volunteers. Be available to provide basic coach and volunteer training as required and in collaboration with Program Coordinator and others.
- Promote and recruit riders, coordinate all program logistics with the necessary parties in regard to recruitment, registration, practice and additional rides, as well as race/ride registrations, transportation to events and lodging as necessary.
- Proactively work to prevent injuries and accidents; follow all procedures related to injuries and accidents if one should occur.
- Build curricula to meet El Grupo's core values, through challenge-based philosophy.
- Provide mentoring and coaching to coaches across El Grupo programs.
- Ride with participants on approximately 80% of program rides.
- Be in tune with individual rider's abilities and able to assess and express rider's skill level, challenges, progress and goals to the rider and their parents.
- Be able to complete all necessary preparations and actions for program's weekend and/or overnight outings.
- Regularly communicate with other El Grupo Program Coordinators and Executive Director to manage logistics of using El Grupo equipment and seamless inter-programmatic needs.
- Provide and facilitate communication with rider parents throughout the program on a regular basis.
- Work with staff leadership to increase ridership by the end of 2023.
- Attend and participate in El Grupo activities, fundraisers, staff meetings, and other duties as assigned.

**Grupito Program Specific Responsibilities:**

- Maintain communications with all families and volunteers during the school year as well as during the off season in the summer.
- Handle and ensure constant maintenance of the bike fleet.
- Stay in regular contact with coaches to coordinate special events, troubleshoot issues, and host periodic tryouts for new members.
- Serve as the head coach for Grupito.
- In collaboration with the ED, work to increase ridership for the 2023/2024 season.
- Plan and coordinate additional rides including the end of season Flagstaff Frenzy (or similar experience).

**Qualifications:**

- POSITIVE ENERGY
- Dedicated to youth empowerment.
- Demonstrated organizational skills.
- Proficient in Google Docs, Microsoft Suite and other planning programs/apps
- Strong verbal and written communication skills
- Self-motivated, can work independently and effectively.
- Can create and nurture a SAFE and SUPPORTIVE environment for all youth.
- Can address disciplinary issues following El Grupo protocols.
- Experience supervising staff and/or volunteers, minimum of two years
- Experience working with youth ages 7-13 and/or 13-18, and the ability to easily communicate with all youth.
- Knowledge of Tucson and Arizona Cycling laws
- 5 or more years of experience riding bikes including high competency levels of riding in a group.
- 5 or more years of coaching youth
- Ability to take part in physical activities both on and off the bike with youth.
- Cycling-specific skillset a must. Both mountain bike and road bike proficiency
- Ability to troubleshoot and solve problems independently.
- Effective and professional communication to parents and riders
- Able to juggle multiple roles at once (Coach, volunteer coordination, and Mechanic as needed)
- AZ driver's license and ability to drive a 15-passenger van while pulling a trailer.
- Minimum of three cycling specific certifications.

**Grupito Coordinator Specific Qualifications:**

- Experience coaching/working with youth ages 6-13.
- Minimum qualifications: Basic First Aid/CPR, BICP Level 1
- Ability to ride a bicycle (road and mountain bike) for up to 4 hours at a time.

**Preferred Experience:**

- Experience in youth athletics and competition coaching
- Knowledgeable/experienced in building inclusive organizational culture.
- Experience working with parents.
- Spanish speaker
- First Aid/CPR or Wilderness First Aid Certification
- Experience working in settings in addition to cycling.
- Experience working with a wide range of people from different cultures and lifestyles other than their own.