



Dane County Youth Education Manager

The Wisconsin Bike Fed is hiring for a Program Manager to lead our Youth Education programs in Dane County. The Bike Fed is one of the largest statewide bicycle advocacy organizations in the country. This is a great opportunity for a highly motivated, professional and energetic individual to help grow the youth bicycle education movement.

Responsibilities:

- Partner with staff and other Dane County stakeholders to train, engage, and educate youth on alternative transportation (bike, walk, bus)
- Partner with agencies, schools, and organizations to elevate youth voices in transportation infrastructure decisions.
- Directly supervise Youth Education staff
- Lead trainings and group rides, walks, and bus trips with youth
- Lead active transportation teen internship
- Coordinate added contractual services and in house pay-for-service educational programming.
- Meet all grant goals for outcomes and budget alignment (90% of job hours)
- Support other Bike Fed organization events and programs as needed (about 10% of job hours)
- Oversee the staffing and coordination of the UW- Madison Football Game Bike Corral events

Qualifications:

- **MUST** pass background check
- **MUST** be available to attend training on September 26-28th in Milwaukee or already be League Cycling Instructor certified
- Incredible interpersonal skills
- Experience working with youth in educational setting
- Excellent speaking and presentation skills
- Ability to work independently and as a part of a team
- Multi-modal transportation habits and knowledge of alternative transportation systems
- Budgeting and workflow experience
- Basic computer skills in systems, Google Suite
- Ability to travel by bike around Dane County
- Driver's License and ability to drive a 10'-26' moving truck
- Bicycle maintenance/mechanic skills or willingness to learn
- Carry heavy items of 40+ lbs

- Must be able to work night and weekends
- Must live in Dane County

Preferred Knowledge, Skills, and Abilities:

- First Aid, CPR, or Lifeguard Certification additional certifications are beneficial.
- Spanish language skills
- Social Media fluency

Compensation: This position is a full time salaried position. Located in Madison, WI. A hybrid work site mixed between our office, work from home, and in schools/onsite in Dane County. Salary minimum of \$62,000. Benefits including: Health and Dental Insurance with low staff cost share, PTO and Holidays, and up to 3% Simple IRA matching (after review period) are available.

This is a federally funded position with remaining funds for 4 years but is subject to funding availability by the federal government.

To apply: send resume to info@wisconsinbikefed.org with name and position applied for in the subject line by **July 18th, 2025. Rolling interviews may occur as applications are received.**

The Wisconsin Bike Fed is an Equal Opportunity Employer. It is our policy to make all personnel decisions without discriminating on the basis of race, color, creed, religion, sex, physical disability, mental disability, age, marital status, sexual orientation, citizenship status, national or ethnic origin and any other protected status.