



Job Title: Part-Time Program Manager – Spinclusion/ERT Adaptive E-Bike Program

Location: Norfolk, VA

Annual Seasonal Position: March – November

Schedule: Part-time, flexible hours (approx. 20 hours/week, varies with season and events)

Compensation: \$20.00/hour

About Spinclusion/ERT Adaptive E-Bike Program:

Spinclusion is an inclusive, adaptive e-bike program that makes the joy and freedom of cycling on the ERT accessible to all. Our mission is to empower seniors, veterans and individuals with mobility issues by providing free bicycle rides on adaptive electric bicycles, allowing them to live a healthy, active, inclusive and fun lifestyle. We partner with local senior centers and community organizations to ensure our rides are accessible and meaningful to all.

Position Overview:

Spinclusion is seeking a passionate and organized **Part-Time Program Manager** to lead our seasonal program from March through November. This individual will coordinate all aspects of program delivery—from organizing rides and managing volunteers, to ensuring the bikes and equipment are ready to roll. The ideal candidate is a strong communicator, enjoys working with people of all abilities, and is comfortable juggling logistics, events, and hands-on work with our fleet of four bicycles.

Key Responsibilities:

Program Coordination & Outreach

- Schedule and coordinate adaptive e-bike rides with local senior centers, veteran groups, and community organizations.
- Serve as the primary point of contact for community partners and program participants.
- Promote rides and special events via email, social media, phone, and in-person outreach.

Volunteer Management

- Recruit, train, and schedule volunteer pilots to assist with weekly rides.
- Provide on-site leadership and support during rides and events.
- Foster a welcoming and inclusive environment for volunteers and riders alike.

Ride Leadership, Events & Fundraising

- Lead weekly rides in the Hampton Roads Community with assistance from volunteers.
- Attend and represent the Spinclusion Program at special events and community functions.
- Ensure all safety protocols are followed during rides and events.
- Assist Spinclusion's Annual Fundraising Pickle & Spin Tournament in November with full support of ERT staff and volunteers
- Identify donor opportunities when available and steward existing donors in collaboration with ERT Executive Director.

Bike Fleet & Equipment Oversight

- Perform basic maintenance and safety checks on a fleet of four adaptive e-bicycles.
- Monitor and manage bike batteries to ensure they are fully charged and functional before each ride.
- Ensure trailer, bikes, and all equipment are stored securely and maintained throughout the season.
- Coordinate with local bike shop or technician for any repairs beyond basic maintenance.

Administrative Duties

- Maintain accurate ride schedules, ride logs, and volunteer records.
 - Ensure all insurance policies, liability waivers, and documentation are current and accessible.
 - Oversee photography of rides and assist with social media content
 - Write monthly Spinclusion article for the ERT newsletter
 - Contribute Spinclusion statistics/photos/data and copy to annual Foundation Impact Report.
 - Report monthly to the ERT or as needed.
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Qualifications:

Required:

- Excellent communication and interpersonal skills
- Strong organizational and time management abilities
- Comfort working with seniors and individuals with mobility challenges
- Experience coordinating events, programs, or volunteers
- Ability to lift up to 40 lbs (bike adjustments, loading gear, etc.)
- Valid driver's license, background check and reliable transportation

Preferred:

- Experience with adaptive bikes or cycling programs
 - Prior biking experience
 - Prior experience pulling a trailer
 - Basic mechanical knowledge of bicycles or willingness to learn
 - Familiarity with local roads/trails, especially the ERT.
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What We Offer:

- Flexible part-time schedule
 - A meaningful opportunity to improve lives through accessible outdoor recreation
 - Supportive and mission-driven team
 - Training on bike operation and adaptive equipment
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To Apply:

Please send a resume and brief cover letter outlining your interest and relevant experience to admin@elizabethrivertrail.org with Spinclusion in the subject line.

Applications accepted until June 15, 2026