



Program Coordinator

20 hours a week

Geerz, a non-profit therapeutic mountain biking program, is expanding and looking to hire the following position!

REQUIREMENTS:

- Highly organized, proactive, strong work ethic and attention to detail
- Effective communicator with an outgoing, customer-service-oriented, and pleasant demeanor
- Computer and social media savvy
- Self-motivated self-starter who can work independently and with flexible hours from home and office (in Ramat Beit Shemesh)
- Driver's license
- Fully bilingual in Hebrew and English, both written and spoken
- Experience in mountain biking is a bonus

Opening up the Riding Season:

- Organize & Oversee the opening of the riding season in our community groups:
 - Registration
 - Equipment
 - Group Development

On-Going Responsibilities During the Riding Season:

- Oversee the Instructors & Assistants
- Supplies Stocked
- Staff Evenings
- Parent Relations
- Social Media Presence

Closing the Riding Season:

- End of Year Celebration
- Collect Equipment
- Staff Appreciation

Geerz ~ גירז

Nachum Wasosky 052-772-3500 / US 720 408 3006 ~ nwasosky@geerz.org ~ www.geerz.org ~ www.facebook.com/Geerz4Life

Israel: Registered Charity 580560753 גירז ר"ע ~ Nachal Mata 14/2 Ramat Beit Shemesh 9963215
USA: American Geerz for Life INC. EIN Tax ID# 47-5273404 ~ 6000 E. Evans Ave, Bldg. 1, Ste. 210, Denver, CO 80222-5427
Mailing Address: PO Box 105968 Colorado Springs CO, 80935



Personal Attributes:

- Passion for the mission and values of Geerz
- High level of integrity, professionalism, and ethical standards
- Self-motivated, with a positive attitude and a team-oriented mindset
- Ability to work flexible hours, including some evenings and weekends as required

How to Apply:

Interested candidates should fill out this application form: <https://wkf.ms/3YmqYXw>

Geerz ~ גירז

Nachum Wasosky 052-772-3500 / US 720 408 3006 ~ nwasosky@geerz.org ~ www.geerz.org ~
www.facebook.com/Geerz4Life

Israel: Registered Charity 580560753 גירז ר"ע ~ Nachal Mata 14/2 Ramat Beit Shemesh 9963215

USA: American Geerz for Life INC. EIN Tax ID# 47-5273404 ~ 6000 E. Evans Ave, Bldg. 1, Ste. 210, Denver, CO 80222-5427
Mailing Address: PO Box 105968 Colorado Springs CO, 80935