

## Adaptive POGO H Coordinator

**Positions Available:** One Part-Time, Hourly, Seasonal Position

**Location:** Pittsburgh, PA

**Reports to:** Director of Strategic Communications

**Deadline:** Open until filled

**Compensation:** \$23 per hour, 12-25 hours per week, March - October 2026

### About Bike Share Pittsburgh

Bike Share Pittsburgh is a 501c3 nonprofit organization that operates Pittsburgh's station-based electric bike share program, POGO H. POGO H's pedal and e-assist bikes are available 24/7 at stations across Pittsburgh. Our organization is made up of multiple departments dedicated to providing the best mobility option for Pittsburgh. Bike Share Pittsburgh is driven by a social mission to provide a joyful, sustainable, and affordable mobility service for all residents and visitors.

Adaptive POGO H launched in 2024 as a commitment to Bike Share Pittsburgh's social mission to build a mobility service for all residents and visitors. Adaptive POGO H offers a fleet of unique adaptive bicycles and tricycles available for rent from a single location at the Eliza Furnace Trailhead. The Adaptive POGO H fleet is available for reservation and drop-in rentals with regular, established operating hours.

### Bike Share Pittsburgh Experience

Bike Share Pittsburgh has a shared open office space located near the Doughboy statue on the 33rd block of Penn Avenue in the Strip District. We have a mix of folks working remotely, in-person, and hybrid schedules depending on job requirements. The staff is small, so each role at Bike Share Pittsburgh requires focus, hard work, and (most importantly!) teamwork to provide our customers with a joyful experience riding bikes. We *all* take pride in POGO H.

### POSITION DESCRIPTION:

Bike Share Pittsburgh seeks a highly motivated Adaptive POGO H Program Coordinator to successfully run seasonal operations of the Adaptive POGO H program. This person will maintain and update the Adaptive POGO H reservation software, ensure a functional and well maintained Adaptive POGO H fleet, perform community outreach for the program, and uphold a high level of customer support and satisfaction. The Adaptive POGO H Program Coordinator will be trained to support the successful operations of Adaptive POGO H and provide friendly, supportive, proactive, and thoughtful support for all Adaptive POGO H customers. The right candidate will be enthusiastic about connecting with Adaptive POGO H riders and the Pittsburgh disability community.

This role will be responsible for staffing the Adaptive POGO H rental hub 2 days per week, 6 hours per day.



Operated by Bike Share Pittsburgh   
POGOH.com

3328 Penn Ave  
Pittsburgh, PA 15201  
info@pghbikeshare.org  
412.621.0464

## **The Adaptive POGO H Program Coordinator will be:**

- A self-starter
  - Can do research of best practices and bring new ideas to the table accompanied by an organized, practical plan for execution.
  - Will feel confident working independently to build relationships and to develop and deliver programming.
  - Is detail oriented and reliable.
- A skilled advocate
  - Is a good listener and clear communicator and can meet people where they're at.
  - Is able to provide a supportive, encouraging environment for a wide range of customers with different needs.
  - Will hold themselves and their colleagues to a high standard in supporting the health, wellbeing, and safety of all Adaptive POGO H customers.
- Enthusiastic
  - Is passionate about the Adaptive POGO H program and adaptive cycling.
  - Is eager to learn and adapt.
  - Is outgoing, patient and warm with customers and partners.

Additional tasks as assigned

## **SKILLS & QUALIFICATIONS:**

- Excellent interpersonal communication skills
- A background working with people with disabilities
- Availability on evenings and weekends
- A minimum of 2 years of experience in program implementation (or related experience)
- Ability to build relationships with customers and stakeholders
- Ability to work productively on a team and independently
- Ability to work outside in a wide range of weather conditions for long periods of time
- Understanding of barriers to equitable participation in biking and bikeshare
- Enthusiasm for bike share and other alternative transportation systems
- Skilled at problem solving and negotiation
- Culturally aware and comfortable working with diverse populations and across the city
- Refined organizational skills and punctuality
- Able to lift and move 50lbs
- Computer literacy

## **A few of the benefits we offer:**

- Paid Time Off
- Free, unlimited bike share membership
- Professional development opportunities



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- Dog-friendly office
- Regular team building outings and events
- Wholesale bike parts

### To Apply

Please send your **resume, cover letter, and three professional references** to [jobs@pghbikeshare.org](mailto:jobs@pghbikeshare.org). Please include "Adaptive POGO H Program Coordinator" in the subject line.

*Bike Share Pittsburgh is an equal opportunity employer committed to hiring and supporting a diverse workforce. Qualified individuals who bring diverse perspectives and represent marginalized communities are especially encouraged to apply.*