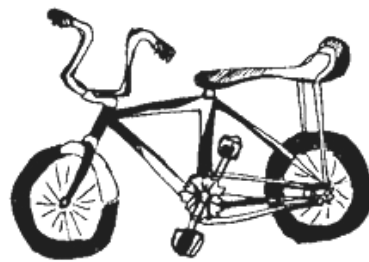


VOLUNTEER INFORMATION FOR THE THIRD WARD BIKE SHOP

THANK YOU

for taking an interest in becoming a volunteer for Workshop Houston in the Third Ward Bike Shop. Volunteers are a very important part of our mission here and as you have probably noticed, the Bike Shop gets a great deal of attention from the youngsters of the neighborhood. We are often flooded with youth searching for a chance to get involved in something productive. A large part of your role here will be to take part in getting these youth involved and on track. Each youth that enters the bike shop benefits from your presence as a positive influence and role model. Each effective volunteer adds to the overall benefit and forward movement of our organization. It is for this reason that we thank you and encourage you to become a volunteer.



WORKSHOP HOUSTON

Workshop Houston opened in 2003 and has been working to empower our community through hands-on education and skill-building activities ever since. Beside the Bike Shop, we run four other programs for youth: the Chopper Shop (welding and metal fabrication), the Beat Shop (music production), the Style Shop (fashion design), and the Scholar Shop (tutoring and academic enrichment). Visit us online at www.workshophouston.org to learn more about our mission and programs.

THE THIRD WARD BIKE SHOP

The Third Ward Bike Shop runs two programs, which are open to people of all ages. In **Open Shop**, you can fix your own bike with the help of a mechanic, and buy or earn parts for your bike. If you don't have a bike, you can get one in **Earn-a-Bike**. In EAB, you go through a five step process which teaches bike repair skills, helps keep the shop running smoothly and benefits the community by fixing bikes for local charities. At the end, you get a bike to keep. Adults who can afford it are asked to pay \$35 to participate in Earn-a-Bike.

VOLUNTEERING AT THE BIKE SHOP

THE HANDS-OFF APPROACH

- We strongly believe that youth learn best through experience.
- It must be the participant that puts forth the effort and succeeds with his/her own hands.
- The goal is for the youth to feel triumphant by completing a task they thought they could not before.
- Although it may seem more difficult, you must explain how to fix a problem rather than do it yourself.
- You must be well able to fix bikes yourself before you help others.
- Simply put, the wrench must be in the participant's hands.

There will be some times when the hands-off rule must be broken. For example, loosening a stubborn bolt or helping when a task requires more than two hands. Also performing a task as an example can help youth understand the method. But remember to put the bolts back so the participant can try it themselves.

FIRST STEPS

Beginning volunteers will primarily be assisting with Earn-a-Bike. Because Open Shop is almost all repair-based, volunteers need to gain some bike knowledge and experience before being involved in helping with Open Shop.

- You will go through a process very similar to the Earn-a-Bike process to learn how it works.
- This is to orient you with our facilities and methods.
- It will also give you the opportunity to experience what you yourself will be helping others do.
- At the end of this process you may either keep or donate the bike you have earned.
- Please use this time to enjoy the atmosphere and get to know the other people that are around.
- Please remember that at this stage it is best if you refrain from helping others that may need help or ask it of you. Please refer these people to staff mechanics.
- When you complete your initial training you will be able to help other participants in many ways.

NEXT STEPS

We hope that at this point you will be able to set aside one day of the week to come in and help us out. A consistent presence will continue to help you get to know the Bike Shop and vice versa. If this is not possible because of your schedule, that's alright, just come in whenever you can. You're always welcome.

- At this point the staff will ask you to help people out with tasks that you have mastered through the EAB process.
- These mostly include: stripping a bike, patching tubes, and taking wheels apart.
- Please ask a staff mechanic if you are not sure what you should be doing. There are always things to be done around the shop.
- During this stage you should take the opportunity to observe as repairs are taking place.
- But remember, we would like you to help out solely with the first steps of Earn-a-Bike at this point.
- Continue to refer repair questions, and people who wish to begin Earn-a-Bike or make a purchase to the staff mechanics. This alone is a great help to the shop.

BECOMING A VOLUNTEER MECHANIC

As you practice and gain experience in the skills you have learned and how to teach them to others, you will also get the chance to learn more advanced bike repair. If there is ever anything specific you would like to know how to do, please ask one of the staff mechanics. When it is slow in the shop, we will take time to do one-on-one lessons. Since everyone is always learning and teaching in the shop, there will be plenty of opportunities to build your skills through observation and helping.

Becoming a volunteer for the Bike Shop is a lengthy process and it may be several months before you become a full-fledged volunteer mechanic. You will have learned a great many new skills and become a part of an exciting, supportive, multigenerational community.

- You will be able to take a bike apart, down to the smallest pieces and put it all back together again.
- You will be able to build a wheel, fix any variety of brakes and shifters, and loosen the most stubborn nuts and bolts.
- Not only will you be able to do these things yourself, but you would be able to teach someone else how in simple language.

A COUPLE OF THINGS...

There are a couple of things that we would like to make clear that you should not do as a volunteer:

- Volunteers should never authorize someone to begin Earn-a-Bike.
- You should also never sell parts.
- Do not help someone with a task unless you have been cleared by one of the staff mechanics.

Thank you again for your interest in the Third Ward Bike Shop!

THE THIRD WARD BIKE SHOP

Hours:

Monday and Wednesday 3-7

Saturday 11-4

**3615 Sauer Street Houston, Texas 77004
713 807 7911**

www.workshophouston.org