



## Village Wrench Summer Internship

[Mill Village Ministries](#) is a faith-based family of nonprofit enterprises that elevates our whole community through social justice, healthy food, bicycle access, youth employment, and entrepreneurial training in Greenville, SC. [Village Wrench](#), one of MVM's branches, is a nonprofit bicycle shop that provides accessible sales and service, youth employment, and community education for all current and future bike riders in Greenville, SC. Our **mission** is to connect the community through bicycle repair, educational empowerment, and upward mobility; we accomplish this mission through three main programs: youth development (6-Cycle and Apprenticeship), Earn-a-Bike, and monthly Free Bike Repair. Our **vision** is a thriving Greenville empowered through an accessible bicycling community.

### Job Details & Compensation:

This internship will generally take place from 9:45a-6:15p at our bike shop in West Greenville and include some Saturdays. If not funded through an external grant, this position will be compensated through a stipend equating to a \$12/hour rate.

- *Spring Semester:* 12 weeks, February - late April, 15-25 hours/week
- *Summer:* 9 weeks, June - early August, 36 hours/week
- *Fall Semester:* 12 weeks, Mid-September - Early December, 15-25 hours/week

### Job Description:

The Village Wrench Intern will work with the Village Wrench Shop Staff, Youth Program Team, and teen apprentices to support bike shop operations and program initiatives. The internship involves working directly with customers to sell retail and facilitate service orders, mentoring four teen apprentices through their summer jobs, and assisting with various marketing initiatives related to e-commerce, programming, and fundraising.

### General Responsibilities:

#### Bike Shop Operations

- Contribute to a positive culture through exceptional customer service
- Learn and perform basic bike repair (fixing flats), write service work orders, lift and move bicycles, and spend majority of shift standing, walking, and bending
- Adhere to and promote standard operating procedures in the shop while maintaining a clean, organized work environment
- Assist Youth Leader and Youth Apprentices with their bike shop tasks

#### Marketing

- Increase community awareness of Village Wrench programming and bike sales through social media, community outreach, and in-shop displays
- Contribute to new e-commerce platform and brand initiative (@misfitbikes)
- Support event planning efforts of Village Quench, VW's flagship annual fundraiser

**Requirements:**

- Intrinsic interest in, curiosity for, and willingness to ask questions about bicycle repair and sustainable transportation
  - Previous bike repair experience and/or career aspirations in social enterprise entrepreneurship is preferred, but not required
- People Skills: excellent verbal & written communication, social intelligence, empathetic, eager to serve others, active listener
- Work Ethic: adaptable, enthusiastic, self-starter, proactive, gritty, team player
- Customer Service Skills: Ability to support a public-facing retail environment
- Understanding of and enthusiasm for the vision of Village Wrench and Mill Village Ministries and willingness to advocate its mission
- Enjoy teaching and working with students in a dynamic, diverse environment
- Must have reliable transportation to and from Village Wrench

**Ideal Candidate:**

- Aged 20+ with a valid driver's license

Village Wrench serves under-resourced communities in Greenville, SC. Representation matters, and we prioritize hiring interns that reflect the diversity of our students and community. Applicants from diverse backgrounds, with bilingual proficiency, or who have experience working with culturally diverse and/or low-income populations are preferred.

**Intern Development:** All Mill Village interns have the additional compensated privilege of participating in personal and professional development.

- *Summer:* A weekly gathering including [JustFaith](#) small group and book study, as well as an exploration of understanding ourselves and pertinent local social issues such as racial reconciliation, gentrification, transportation, and economic upward mobility.
- *Semester:* Join in on regular staff development, which includes a rotation of bimonthly lunch and learns or a weekly book club.

**[Mill Village Ministries Diversity, Equity, and Inclusion Statement](#)**

**Apply Now: [www.millcommunity.org/internships](http://www.millcommunity.org/internships)  
Questions? [intern@millcommunity.org](mailto:intern@millcommunity.org)**