

# Job Description: Open Shop Instructor

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B!KE: The Peterborough Community Bike Shop  
293 George Street  
Peterborough, Ontario  
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March 6, 2019

## Position Overview

B!KE is looking for a passionate and experienced educator to support our education and outreach events. The instructor will be responsible for facilitating a welcoming, inclusive, and fun space for people of all abilities to learn about bike maintenance and repair.

B!KE offers educational programming about bicycles and utilizes a social enterprise model to help fund our work. This position will focus primarily on delivering outreach events and workshops. Responsibilities may include workshop instruction and ride coordination as suited to the successful candidates skill set. The ideal candidate for this position is an experienced bicycle mechanic, skilled communicator, and a believer that the bicycle can make the world a better place.

## Background Information

- Open Shop is an extremely demanding program in which the instructor must be able to effectively balance the needs of members with varied mechanical experience and different problems with their bicycles. A strong ability to multi-task, provide clear hands-off instruction, and maintain a friendly and welcoming attitude is essential.
- Our approach to bicycle repair is based in the idea that anyone can learn to fix a bicycle. Experience in teaching hands on skills to people of all ages and abilities will be a major asset to anyone working in this role.

## Position Details

**Terms:** 20 hours per week April 15 to September 15, \$17.00 per hour

**Start Date:** April 16<sup>th</sup>, 2018

**Reporting to:** Executive Director

## Purpose of the Position

- Instruct the Open Shop program
- Support social enterprise-based retail operations
- Address seasonal demand for our programs, workshops, and special events

## Responsibilities

- Teach bicycle maintenance and mechanical skills
- Provide educational opportunities in a way that is friendly and inclusive
- Answer questions regarding programming at B!KE or other cycling initiatives
- Maintain an accessible, positive, and safe working environment

- Supervise volunteers, fostering participation and engagement
- Act as a community liaison for bicycle related events and resources
- Work productively without supervision
- Communicate promptly and effectively with fellow staff and volunteers
- Track program participation and use
- Contribute to meaningful development of B!KE's programs and services

## Qualifications

- Strong, demonstrable knowledge and experience in bicycle mechanics
- Demonstrated experience as a youth or adult educator and/or as an employee or volunteer in a similar bicycle collective project

## Assets

- Can-Bike or League of American Bicyclist's certified cycling instructor
- Experience working in the field of social justice, with knowledge of anti-oppression principles
- Emergency First Aid and CPR Certification
- Eligibility for Canada Summer Jobs funding

## Supplementary Notes

### Physical Demands

The position requires employees move about the workshop; they will be operating small tools regularly and transporting objects weighing up to 50lbs. The employee will need to regularly ascend and descend stairs (at times transporting objects), and occasionally operate a bicycle. In addition, the position requires the ability to communicate and exchange information with individuals groups and over the phone. The position will be required to access and input information on the computer and hard copy documents.

### *Environmental Elements*

Employees work primarily in a workshop environment with moderate noise levels and controlled temperature conditions, less frequently employees work in the field and are occasionally exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees may be required to work outside of normal work hours such as evenings, early mornings, and/or weekends.

### *Equal Opportunity*

B!KE is an equal opportunity employer and prohibits discrimination and harassment of any kind. B!KE is committed to the principle of equal employment opportunity for all employees and to providing employees with a work environment free of discrimination and harassment. Women, people of colour, LGBT persons, and people with disabilities are strongly encouraged to apply.