

Job Description: Special Events Educator

B!KE: The Peterborough Community Bike Shop
293 George Street
Peterborough, Ontario
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(705) 775-7227
director@communitybikeshop.org



March 6, 2019

Position Overview

B!KE is looking for people who are passionate about bikes to support our education and outreach events. These staff members will be responsible for facilitating a welcoming, inclusive, and fun space for people of all abilities to learn about B!KE, bicycle events and resources, and as suitable 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, workshops, and our bicycle valet program. Responsibilities may include workshop instruction and ride coordination if suited to the successful candidates skill set. The ideal candidate for this position is an intermediately skilled bicycle mechanic, loves working with people, and a believer that the bicycle can make the world a better place.

Background Information

- 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.
- B!KE works with a variety of community partners to provide services that encourage people to ride their bicycles more often. A strong knowledge of B!KE's programs and other cycling initiatives will serve this position well.

Position Details

Terms: As scheduled, \$16.50 per hour

Dates: March 1st, 2019 to October 1st, 2019

Reporting to: Executive Director

Purpose of the Position

- Provide "Bike Check-Ups" at community events
- Teach workshops at B!KE, in schools, and the community
- Support seasonal programs including special events and Bike Valet

Responsibilities

- Teach basic 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

- Set-up, tear-down, and manage the bicycle valet
- Work productively without supervision
- Communicate effectively with fellow staff
- Track program participation and use

Qualifications

- Demonstrable knowledge and experience in basic bicycle mechanics
- Demonstrated experience as a youth or adult educator and/or as an employee or volunteer in a similar bicycle collective project
- Must be able to transport objects weighing up to 50lbs
- Must be able to ride a bicycle

Assets

- Experience working in justice, knowledge of anti-oppression principles
- Emergency First Aid and CPR Certification
- Eligibility for Canada Summer Jobs funding
- Drivers license and access to a vehicle

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 the field and sometimes in B!KE's workshop and offices. Employees 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.