

# Job Posting: Cycling Program Instructors

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B!KE: The Peterborough Community Bike Shop  
293 George Street  
Peterborough, Ontario  
K9J 3H3  
www.communitybikeshop.org  
(705) 775-7227

January 21, 2020

## Position Overview

B!KE and GreenUP are looking for a confident cyclist, who has experience working with children, to assist with the delivery of Pedal Power, Bike Rodeos, and community cycling programs from April 27th to June 29th, 2020. Pedal Power and Bike Rodeos are programs offered in partnership between B!KE and GreenUP at Peterborough Schools. Pedal Power is a 5-lesson cycling skills and safety course for Grade 5 students. Bike Rodeos are half-day programs open to all elementary grades. We cover topics including helmet fit, bike maintenance, rules of the road, bike handling skills and traffic safety. It is our goal to provide participants with real world experiences and opportunities for learning and as such we deliver our programs in the schoolyard with all participants on bikes even when weather is not optimal for outdoor activities. Cycling Instructors may also be scheduled to support occasional evening or weekend work to support spring community-based programs. As our Cycling Program Instructor you will work with a team to deliver a variety of cycling programs in a way that is fun, accessible, and safe.

*This position is contingent upon funding from the Canada Summer Jobs Program. Applicants must be eligible to receive Canada Summer Jobs funding as per the criteria of the 2020 program. To be eligible, youth must:*

- *Be between 15 and 30 years of age at the start of the employment*
- *Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment\*, and,*
- *Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.*

## Position Details

**Terms:** 40 hours per week. \$17.50 per hour.

**Start Date:** April 27<sup>th</sup>, 2020

**Reporting to:** B!KE Executive Director and GreenUP Program Manager

## **Responsibilities:**

- Deliver cycling skills and safety curriculum to elementary students as outlined in lesson plans
- Maintain a positive learning environment while outside, on bikes, with a group of children
- Provide motivation and constructive feedback to participants
- Be aware of health and safety procedures and maintain health and safety during lessons
- Assist with set-up/take-down at programs and events
- Model bicycle safety and wear a helmet at programs
- Assist with conducting program evaluations
- Additional duties as required

## **Qualifications:**

- Experienced, confident rider with demonstrable competence
- Enthusiastic about cycling, and have an understanding of cycling as a sport, form of transportation, recreational pursuit and healthy form of exercise
- Experience teaching groups and individuals
- Experience working with children (ages 8+)
- Able to work effectively with co-workers, supervisors, and the public
- Organized, punctual, and pro-active

## **Requirements:**

- Up-to-date Criminal Records and Vulnerable Sector Check
- Must have a bicycle and wear a helmet at programs
- Emergency First Aid and CPR Certificate, is an asset

## **Supplementary Notes:**

### **Physical Demands**

The position requires employees to supervise children in a schoolyard. The employee will need to operate a bicycle for demonstration purposes. It also requires employees move equipment to and from the schoolyard and occasionally transport objects weighing up to 40lbs. The employee will need to occasionally ascend and descend stairs (at times transporting objects). The position requires the ability to teach children as individuals and in groups. The employee will be required to access and input information on the computer and hard copy documents. The position requires the ability to communicate and exchange information in person.

### **Environmental Elements**

Employees work primarily outside in uncontrolled temperature with inclement weather conditions. Some office work will also be required. Employees may be required to work outside of normal work hours such as early mornings, evenings, and/or weekends.

### **Equal Opportunity**

GreenUP and B!KE are committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.

## How to Apply

Together with your resume, please forward a brief cover letter, which includes your responses to these questions:

1. What interests you most about this position?
2. Based on the qualifications, why are you a strong candidate?

Please submit resume and one page cover letter in .pdf format to [jaime.akiyama@greenup.on.ca](mailto:jaime.akiyama@greenup.on.ca) with the email title Cycling Program Instructor by March 2<sup>nd</sup>, 2020 at 8 a.m.