

Job Description:

Canada Summer Jobs, Community Pop-Up Educator



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

April 25, 2022

Position Overview

B!KE relies on our enthusiastic and knowledgeable educators to deliver events and support general operations. This position is aimed at someone aged 18-30 who is interested in gaining professional experience in community outreach, engagement and education focused on cycling, through the Canada Summer Jobs Program. The person will work as part of a team, as one of two educators who provide programming in the community at large.

Position Details

Employee:

Terms: \$16.50/hr @ 30hpw, Start date May 16th, 2022 for 8-week position, with possibility of extension.

Reporting to: Program Manager, Jean Greig

Purpose of the Position

- Share information about safe cycling in the community at large
- Support the educational and outreach goals of B!KE, GreenUP, City of Peterborough, and the Peterborough Bicycle Advisory Committee
- Support B!KE in continuing to pivot to meet the needs of COVID-19

Tasks & Responsibilities

- Set-up and take-down of community pop up events
- Safely transport yourself, and your kit, to and from events by bike
- Engage members of the community in dialogue about cycling
- Deliver print information, such as trail maps, to members of the community
- Maintain a positive and engaging environment for the public to ask questions
- Be aware of health and safety procedures and maintain health and safety
- Model bicycle safety and wear a helmet while riding for work purposes
- Assist with collecting program data and conducting program evaluations

- Additional duties as required

Supplementary Notes

Physical Demands

The position requires the employee to operate a bicycle while pulling a bicycle trailer loaded with up to 100lbs; the employee will also be required to move about the store, workshop, basement, and shipping container; employee 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 in person 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 outdoors during the summer and will be exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, road hazards, vibration, mechanical and/or electrical hazards, and potentially hazardous physical substances and fumes. Occasionally they may work in our public retail and workshop environment with moderate noise levels and controlled temperature conditions. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures. Employees will be required to work outside of normal work hours such as weekends, evenings, and/or early mornings.

Equal Opportunity

B!KE is 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.