

Job Description: Canada Summer Jobs, Bicycle Mechanic



B!KE: The Peterborough Community Bike Shop
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April 3, 2023

Position Overview

B!KE relies on our enthusiastic and knowledgeable Bicycle Mechanics to provide instruction in our Open Shop program, work in our workshop and retail store, and support general operations. This position is aimed at someone aged 18-30 who is interested in gaining professional experience through the Canada Summer Jobs program.

Position Details

Terms: 30hpw @ \$18.35/hr for a 12-week position. Start date negotiable.
Reporting to: Executive Director

Purpose of the Position

- Deliver education programming focusing on mechanical repairs
- Be an ambassador for B!KE in pursuit of our broader mission.

Tasks & Responsibilities

- Learn to teach bicycle maintenance and mechanical skills
- Provide educational opportunities to others 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 and direct volunteers, fostering participation and engagement
- Act as a community liaison for bicycle related events and resources
- Work productively with intermittent 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
- Inspect and assemble refurbished and new bicycles
- Ensure that customers pay for all parts used in repairing their bicycles
- Maintain a clean and organized workshop space
- Work to maintain and improve retail display areas
- Provide retail service to walk in customers
- Sort and stock used and new bicycle parts

Eligibility:

- 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
- Scheduling availability to work 30 hours per week over 3 to 6 workdays

Assets:

- Knowledge of bicycles and bicycle parts
- A passion for bicycles
- Patience, and attention to detail
- A knowledge of anti-oppression principles

Supplementary Notes

Physical Demands

The position requires employees to move about the store, workshop, basement, and shipping container; employees 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 shared retail and 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 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.