

Job Description:

Canada Summer Jobs, Community Outreach Worker



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

April 3, 2023

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

Terms: 30hpw @ \$18.35, Start date May 15th, 2022 for 12-week position.

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, the City of Peterborough, and the Peterborough Bicycle Advisory Committee

Tasks & Responsibilities

- Set up and take-down of equipment 18.35/hr @ at 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

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

Qualifications:

- Demonstrated ability to complete detail-oriented tasks
- Strong written communication skills

Assets:

- Love people
- Love the outdoors
- Knowledge of bicycles and bicycle parts
- A passion for bicycles
- A knowledge of anti-oppression principles

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.