

# Job Description: Executive Director

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BIKE: The Peterborough Community Bike Shop  
293 George Street North  
Peterborough, ON K9J 3H3  
[www.communitybikeshop.org](http://www.communitybikeshop.org)  
(705) 775-7227

May 25, 2026

## Position Details

**Reporting to:** BIKE's Board of Directors  
**Job Details:** 37.5 hours per week; \$55,000 - \$65,000 annual salary; 3-weeks paid vacation; modest health, optical & dental benefits; terms may be negotiable  
**Staffing Role:** Overseeing a small organization with a few full-time and part-time staff members and a committed crew of community volunteers

## About BIKE

BIKE: The Peterborough Community Bike Shop is a community-based, provincially incorporated charity that provides educational opportunities and support to empower all citizens to ride bikes. Since 2006, we've been an important fixture in the Peterborough community, teaching bike maintenance, repair, and riding skills, and making cycling affordable and accessible for all.

BIKE is guided by its charitable purposes, which are:

1. To provide education and training in mechanical and technical skills, problem solving, and social engagement for people who are marginalized, living with a disability or on a low income, as well as the general public.
2. To relieve poverty by providing access to free and low-cost transportation options for individuals or families who are poor, of low income, or in need.
3. To promote health and prevent injury by providing educational opportunities to children, youth, and the general public. Material includes road safety and how to use a bicycle as part of a healthy, active lifestyle.

4. To protect the environment for the benefit of the general public by reducing vehicle emissions, relieving congestion and reusing or recycling bicycles and bicycle parts.

Most of our activities occur in our professionally equipped bicycle repair shop in downtown Peterborough. We also provide educational opportunities in schools, workplaces, and the greater community.

B!KE is best known for our program called **Open Shop**. Open Shop provides the public with tools and training to learn and practice bicycle maintenance and repair. Open Shop takes place in our bicycle repair workshop with training provided by staff and volunteer mechanics. Each year Open Shop provides 3500+ people with the knowledge and tools to maintain and repair bicycles.

B!KE serves many unique members of our community. Part of what is special about our organization is the diversity of clientele that can be found working together in the shop at any given time, including low-income people, people with disabilities, women, LGBTQ+, seniors, new Canadians, youth and families.

Additional programs include, but are not limited to;

- **Kids' Bike Build:** We work with social services and a team of volunteers to fix up bicycles to distribute to children.
- **Youth and Adult Earn-A-Bike:** These programs provide low-income people the opportunity to build their own bicycles free of charge.
- **Volunteer Build Night:** A train-the-trainer program that teaches volunteers mechanical skills and how to provide instruction in bicycle maintenance and repair.
- **Bike Valet:** Bike sitting services for community events.
- **Rack and Roll:** Our contribution to GreenUp's Shifting Gears active transportation challenge, supported by the City of Peterborough.
- **Winter Wheels:** Providing studded tires and training to participants to encourage winter riding, supported by the City of Peterborough.
- And various community and volunteer cycling celebration events.

## Responsibilities

### 1. Leadership & Program Development (30%)

- Leads the attainment of B!KE's strategic goals, and maintains organizational alignment with the mission, vision and values

- Seeks organizational development, efficacy and efficiency through the strengthening of current partnerships, developing new partnerships, and responding to community needs and opportunities
- Supports staff to successfully complete their responsibilities in a manner that promotes their engagement and fulfilment, supports open communication and learning, and enables them to meaningfully collaborate with and support other staff, junior staff, and volunteers
- Plans, oversees, evaluates and reports on B!KE's various programs according to best practices and funder and board requirements
- Develops policies (with the Board) and procedures that reduces liability and manages risk across the various responsibilities and activities of the organization
- Demonstrates leadership that is inclusive, decolonizing, and prioritizes opportunities for those persons not visible or supported widely in the community
- Works with partners, the community, and other stakeholders, to promote a strong cycling advocacy network, local culture, and support for cycling as a form of transportation and recreation
- Able to pinch-hit various staff roles, when necessary
- Ensures ongoing compliance with the laws, regulations and regulatory bodies that bound a charitable non-profit organization in Ontario and Canada, including but not exclusive to Canada Revenue Agency's Charities Directorate, the Employment Standards Act, the Ontario Human Rights Code, the Ontario Occupational Health & Safety Act, and the Accessibility for Ontarians with Disabilities Act

## 2. *Financial Management & Fundraising (30%)*

- Directs the financial management of the organization and sets financial priorities (with Board approval)
- Works with the Board of Directors to develop an annual budget, and works to follow that budget throughout the year; adjusts the budget with Board approval as necessary
- Writes grant applications to secure program funding; adheres strictly to funder reporting (and financial reporting) needs and timelines
- Secures funding through a variety of revenue streams, including memberships and donations; online and in-store new and used parts and bicycle sales; fee-for-service programs, and identifies and explores new funding sources
- Works with the bookkeeper to maintain accurate financial records, produce regular financial reports for the Board and Finance Committee, and ensure that all accounts remain in good standing
- Monitors organizational cash flow (monthly bank statements, invoices, receipts) and oversees store finances and cash management; provides monthly cash flow statements to the Finance Committee
- Ensures quarterly and annual tax obligations and reporting are met
- Oversees completion of payroll and charitable receipting; ensures payment of bills and invoices in a timely manner

- Coordinates and tracks banking agreements, leases, accounts, and signatories
- Coordinates an annual review engagement and ensures ongoing compliance with the CRA

### 3. *Human Resources & Administration (30%)*

- Provides leadership and direction to staff; delegates responsibilities and manages staff performance to fulfill organizational commitments
- On behalf of the board, coordinates the hiring, management and transition of staff members
- Supports the recruitment, retention and management of volunteers to ensure the workshop is adequately staffed and that hours are seasonally appropriate
- Welcomes and serves visiting members, customers, and community members with attention and respect, while attending to those in need with skill and care
- Supports staff to manage purchasing, shipping, & receiving; monitor retail stock; and ensure constant availability of parts and accessories
- Oversees the training of staff and volunteers to deliver programming that is technically exemplary, engaging, has high safety standards (personal, mental and physical), is accessible, and aligns with B!KE's values
- Ensures that staff receive performance reviews, are offered opportunities to learn, and receive regular check-ins and feedback; tracks staff hours and vacation time
- Maintains and monitors insurance, negotiates contracts, and maintains files and operational systems
- Ensures an annual inventory is completed; oversees facility and equipment safety and maintenance
- Ensures bikes are refurbished and safety-ed to sell in the store or to make available to those in need
- Fulfills duties required by the board including preparing monthly board reports, participating in Board meetings; and delivering an annual update to the membership at the Annual General Meeting
- Other administrative duties as required

### 4. *Outreach and Communications (10%)*

- Oversees the coordination and distribution of B!KE communications and outreach activities, including the monthly newsletter, website updates, social media campaigns and community events
- Oversees the development of promotional and educational materials for programs and services and ensures they are updated and accessible
- Manages IT assets, notably our WordPress website and associated CiviCRM database, by working with retained web developers
- Works with local partners and committees to enhance and leverage programming, outreach, and fundraising

- Acts as a community liaison, resource and advocate at community and bicycle-related events

## Qualifications

- 3 - 5 years progressive program management experience and/or other related work
- Experience with grant writing, fundraising, media relations, and network or partnership development
- Excellent strategic, analytical and planning skills, coupled with the ability to complete day-to-day responsibilities in a fast-paced busy environment
- Excellent organizational skills, self-direction and motivation; ability to work creatively and productively without direct supervision
- Experience supervising staff and/or volunteers, and preparing and managing budgets
- Exceptional interpersonal and collaborative skills
- Exceptional communications skills – both verbal and written
- A love of bikes and cycling, and working with and for the community; a commitment to professionalism, collaboration and fun
- Comfortable working in MS Word, Excel, Open Office, QuickBooks, Canva, relational databases, and Word Press, and the ability to complete basic design in Photoshop/Illustrator or other comparable software, as well as a willingness to learn Google Docs, MailChimp, and Survey Monkey
- Demonstrated commitment to social and environmental justice, and knowledge, sensitivity and commitment towards eliminating challenges related to identity and oppression
- Ability to work respectfully and supportively with a diverse team

## Assets

- Related post-secondary degree
- Strong, demonstrable knowledge and experience in bicycle mechanics, **OR** a mechanical aptitude and a strong desire to learn
- Experience in bicycle collective projects and/or in cycling-specific retail, service, or educational environments
- Experience and/or training in de-escalation
- Standard First Aid CPR/AED
- Valid driver's license

B!KE recognizes that the skill set and experience needed for this position is broad and unique. As such, we encourage inspired and committed individuals who may require additional skills development and support to apply.

## Operations

Employees of B!KE work primarily in a shared retail and workshop environment with some office space. Activities at B!KE generate moderate noise; ambient temperature levels are controlled year-round.

Some travel to meetings and events is necessary for this position. Less frequently, employees work in the field where they 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 need to manage agitated staff, volunteers, B!KE members or the general public when, for example, enforcing policies and procedures, like those related to health and safety.

Employees may be required to work outside of normal work hours such as evenings, early mornings, and/or weekends.

Employees must possess the mobility required to work in our various workspaces. These mobility requirements include: the ability to conduct fine motor activities; lift objects weighing up to 50lbs; navigate stairs and the basement; operate a cycle; read printed materials and a computer screen; and communicate in-person, before a diversity of groups, and over the telephone.

## How to Apply

B!KE is committed to the principles of equality and diversity in the workplace. Women, people of colour, LGBTQ+ persons, and people with disabilities are strongly encouraged to apply. We aim to hire the best candidate for the position based on their qualifications and merit in terms of knowledge, skills, and experience. B!KE will not discriminate against job applicants on any of the grounds protected by human rights legislation during any phases of the recruitment, screening and hiring process. We welcome applications from persons with disabilities and will, upon request provide accommodations during all stages of the hiring process.

**Application Deadline:** Monday, June 15, 5pm

Please send your resume and cover letter as a single PDF by the deadline to [hiring@communitybikeshop.org](mailto:hiring@communitybikeshop.org).