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February 28<sup>th</sup>, 2017

### **Position Overview: Open Shop Instructor**

B!KE is looking for a passionate and experienced educator to teach bicycle mechanics in our Open Shop program. Open Shop is a welcoming, inclusive, and fun space for people of all abilities to learn about bike maintenance and repair. B!KE offers educational programming about bicycles and utilizes a social enterprise model to help fund our work. This position will focus primarily on teaching bicycle maintenance and repair, supporting retail operations, and facilitating volunteers as they contribute to B!KE. Additional responsibilities may include workshop instruction and ride coordination as suited to the successful candidates skill set. The ideal candidate for this position is an experienced bicycle mechanic, skilled communicator, and a believer that the bicycle can make the world a better place.

- Open Shop is an extremely demanding program in which the instructor must be able to effectively balance the needs of members with varied mechanical experience and different problems with their bicycles. A strong ability to multi-task, provide clear instruction, and maintain a friendly and welcoming attitude is essential.
- Our approach to bicycle repair is based in the idea that anyone can learn to fix a bicycle. Experience in teaching hands on skills to people of all ages and abilities will be a major asset to anyone working in this role.
- The bicycles repaired during Open Shop vary as greatly as the people who come to work on them. A strong background in bicycle mechanics and experience working with a large variety of bicycles is essential.
- Finding the right person to join our team is a very high priority. The terms of the position are intentionally open ended so that the right candidate will be able to integrate this position into their other commitments while providing a living wage for work at B!KE. Ideally Availability to work some evenings and weekends will be necessary.

## Position Details

**Terms:** 20-30 hours per week, \$15-17 per hour depending on experience. Six month contract.

**Start Date:** April 3<sup>rd</sup>, 2017

**Reporting to:** Executive Director

### **Purpose of the Position:**

- Increase B!KE's capacity to deliver the Open Shop program
- Support social enterprise-based retail operations
- Address seasonal demand for our programs, workshops, and special events

### **Responsibilities:**

- Facilitate the Open Shop program, teaching bicycle maintenance and mechanical skills
- Maintain an accessible, positive, and safe working environment
- Manage sales of memberships, bicycles, and bicycle parts
- Provide educational opportunities in a way that is friendly and inclusive
- Supervise volunteers, fostering participation and engagement
- Act as a community liaison for bicycle related events and resources
- Work productively without 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

### **Qualifications:**

- Strong, demonstrable knowledge and experience in bicycle mechanics
- Demonstrated experience as a youth or adult educator and/or as an employee or volunteer in a similar bicycle collective project
- Ability to use software including Open Office and/or Microsoft Word and Excel, as well as a willingness to learn to work with GoogleDocs, Dropbox, and Lightspeed Retail

### **Assets**

- Can-Bike or League of American Bicyclist's certified cycling instructor
- Experience working in the field of social justice, with knowledge of anti-oppression principles
- Emergency First Aid and CPR Certification
- Experience in the development of promotional materials such as fliers, brochures, and posters

### **Supplementary Notes:**

#### *Physical Demands*

The position requires employees move about the workshop; they 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 a 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.

*Open Call*

B!KE calls for applications from anyone who feels they meet the qualifications of this posting. Women, people of colour, members of first nations, LGBTQ persons, and people with disabilities are encouraged to apply.

**How to Apply:**

Please send a resume and letter of interest answering the following questions in .pdf format to Tegan Moss via email at [director@communitybikeshop.org](mailto:director@communitybikeshop.org). Please use email subject line "Open Shop Instructor Application".

1. What experience do you possess that will prepare you to teach others about bicycle repair?
2. What interests you most about this position?

**Submission Deadline: Thursday, March 16<sup>th</sup> at 3 p.m.**

Only candidates selected for an interview will be contacted  
Interviews will include a demonstration of bicycle repair instruction