



336 Rubidge St. Peterborough, Ontario, K9H 3W5  
communitybikeshop.org | (705) 775-7227 | director@communitybikeshop.org

November 22, 2012

**Terms of Reference: Program Coordinator**

**Reporting to:** Executive Director

**Job Details:** Three year contract, 15 hours per week, \$18 per hour.

**Purpose of the Position:**

- To work with B!KE and GreenUP in offering Community Cycling Education and Access Programming
- Assist in planning, development, facilitation, and monitoring of community, commuter, in-school, and youth-at-risk focused programming
- Plan special events related to programs
- Develop promotional materials such as fliers, brochures, and posters for the promotion of services and community outreach
- Train and mentor youth and volunteers

**Responsibilities:**

**1. Programming and Planning**

- Provide instruction during community cycling courses (support)
- Facilitate school aged cycling education (support)
- Develop and implement youth at risk cycling and maintenance programming
- Assist in the development of earn-a-bike programs, and coordinate the implementation and delivery of programs
- Provide support for the development of a bike share program and appropriate systems, and coordinate fleet management
- Provide members and the public with appropriate program materials at the shop and at events, including fliers, brochures, and handouts
- Develop and implement reviews and surveys of programs, and work to strengthen programs based on community feedback

**2. Human Resources Management**

- Self-organize and self-motivate to work productively
- Assist the Director in offering volunteer training, information, and appreciation sessions
- Work with volunteers to maintain participation and engagement with ongoing learning opportunities and appropriate tasks in the workshop
- Mentor youth in adopting leadership roles within appropriate program areas

### 3. Funding & Finance

- Develop program and event plans which are financially viable
- Ensure that all spending is pre-approved by the Director, provide accurate and complete documentation of any such spending

### 4. Outreach and Communications

- Develop promotional materials for programs and rservices
- Work to provide educational opportunities in a way which is friendly and accessible
- Stay current on new developments and trends though participation in the ThinkTank Mailing list, reading of relevant reports and studies, and as appropriate, attending conferences and workshops.
- Act as a community liaison for bicycle related events and resources
- Work to the best of ability to provide educational opportunities in a way which is friendly and accessible
- Communicate promptly and effectively with fellow staff and volunteers

### 5. Partner Relations

- Ensure strong and effective relations with existing partners
- Act as an ambassador of the organization in all relations with partner organizations and planning bodies
- Utilize relationships with partner organizations to identify further programming opportunities

### Qualifications:

- Strong, demonstrable knowledge and experience in bicycle mechanics, **OR** excellent aptitude for mechanical processes and a deep interest in bicycles
- Experience working on similar bicycle collective projects and/or in educational environments
- Ability to work with Open Office, Quickbooks, Word Press, and complete basic design in Photoshop/Illustrator/or other comparable software, as well as a willingness to learn to work with GoogleDocs, MailChimp, and Survey Monkey.
- Demonstrated experience as a youth or adult educator
- Demonstrated commitment and experience in social justice concerns, through previous work or volunteerism
- Some knowledge and sensitivity towards issues of identity politics/anti-oppression.
- Excellent ability be self-organized and self-motivated, working creatively and productively without direct supervision
- Excellent planning skills and creative vision, coupled with the ability to get things done on a day-to-day basis
- A personality that others find engaging, sensitive, respectful, and fun
- Ability to work respectfully and supportively with a diverse team of volunteers

### Supplementary Notes:

#### *Physical Demands*

Must possess mobility to work in the shop, including ability to use fine motor skills, lift objects weighing up to 60lbs), navigate stairs and the basement; operate a bicycle; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

### *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.

### *Equal Opportunity*

BIKE is an equal opportunity employer. Women, people of colour, LGBT persons, and people with disabilities are strongly encouraged to apply.

### **Submission package**

- Current Resume or CV
- Letter of Introduction (max two pages) describing specifically how your education, skills and experience meet the qualifications and duties above.

### **Application Deadline:**

December 7<sup>th</sup>, 2012

### **Start Date**

January 7<sup>th</sup>, 2012

### **Submission Contact**

All submissions must be emailed in PDF form to:

Tegan Moss  
Director, BIKE: The Peterborough Community Bike Shop

[director@communitybikeshop.org](mailto:director@communitybikeshop.org)

**We thank all those who apply, only those selected for an interview will be contacted.**