



Your Cycling Connection

604.558.2002
info@bikehub.ca
bikehub.ca



Bike Education Instructor Job Description

Join Our Team

We are **HUB Cycling**, a charitable organization making urban cycling better through education, action and events because more cycling results in healthier, happier, more connected communities. We're leading the way in increasing the number of people safely and joyfully cycling in Metro Vancouver.

Position Summary

Bike Education Instructors teach HUB courses in schools and other settings. Courses run throughout Metro Vancouver and include both in-class and on-road instruction. HUB has three education programs: *StreetWise* (public courses), *Bike Friendly Business* (workplace courses) and *Bike to School* (elementary and middle school courses). New instructors will primarily work *Bike to School* programs, but may be called upon for other courses as needed.

Bike to School courses typically run throughout a full school day and cover the rules of the road while improving cycling skills and confidence. Work can be fairly physical and requires enthusiasm and high levels of energy. See bikehub.ca/biketoschool for more details about HUB's courses for youth.

Under the direction of the Bike Education Program Manager and Bike Education Coordinators, cycling instructors work on a seasonal basis and will typically be informed about their schedule 2 weeks in advance. It is the employee's responsibility to maintain their updated availability in our scheduling system. Candidates must have flexible weekday daytime availability.

You are someone who:

- Believes in the benefits of cycling, and demonstrates proficient and responsible city cycling skills;
- Can confidently and enthusiastically instruct groups of youth of varying sizes and ages;
- Can professionally interact with school staff members, parents and volunteers;
- Is flexible and motivated to work during peak instructional periods;
- Completes all assigned responsibilities with a high level of independence;
- Will proactively communicate with HUB supervisors to ensure services are delivered smoothly and to a high quality.

Responsibilities:

- Become completely familiar with the HUB curricula, equipment and materials, and methods for effective course delivery;
- Set up and deliver courses in a professional, reliable, enthusiastic and fun manner; includes communicating course requirements with school staff to ensure smooth program delivery;
- Transport program equipment such as bikes, helmets, and other course gear;
- Positively involve and motivate diverse youth while maintaining course progress during large-group on-bike instruction sessions;
- Encourage youth to see cycling as a viable mode of transportation;
- Effectively administer evaluative processes with students and school staff, such as pre and post course surveys;
- Communicate consistently and promptly with supervisors regarding scheduling, course feedback, and any incidents that occur while on-site;
- Maintain safety and risk mitigation practices.

Bike Education Instructor

Job Description

Required Qualifications:

- Experience with group instruction and facilitation;
- Experience working with youth;
- Flexibility, interpersonal skills, and enthusiasm appropriate to the nature of this position;
- Knowledge of current commuter cycling rules and trends;
- Experience and confidence riding a bicycle for transportation;
- Good general understanding of Metro Vancouver's regional cycling network;
- Knowledge of, or ability to learn, basic bike maintenance skills (ABC Quick Check);
- Clear criminal record check and first aid certification, or willingness to obtain prior to instructing.

Preferred Qualifications:

- Driver's licence and ability to drive a full-size van for equipment transportation.
- Commitment to and enjoyment of bicycling in the city.

Perks

- Flexible schedule
- Friendly and supportive coworkers
- Getting paid to bike!

Terms:

This is a **seasonal** position. We are hiring both **part-time** (average of 2 shifts/week) and **full-time** (average of 4 shifts/week) positions for our fall season, which runs September to mid-November. Successful candidates will have the opportunity to continue on our team next year when our spring season begins in April.

Shifts will vary and may include early starts for travel to schools and other instructional locations. Instructors must be willing to travel within Metro Vancouver to instruct courses (owning a vehicle is not required). Successful applicants must become Bike Right certified HUB Cycling instructors by attending and passing a cycling skills course on the weekend of **August 25-26** from 9-5 both days. Course fees are the responsibility of participants (discount provided). Additional on-site curriculum training will be provided in late August or early September.

To Apply:

Please send a cover letter and resume (in one PDF document) to jobs@bikehub.ca with "Bike Education Instructor" as the subject line. Please ensure the file name follows the convention: "BikeEd18_Firstname_Lastname.pdf" and include the following:

- How you found out about the position
- Whether you are applying for a part-time position, full-time position, or flexible with either
- Your typical weekday and weekend availability for September to November
- Description of how this seasonal position is a good fit for your schedule
- Please indicate that you are available for the cycling skills course on the weekend of August 25-26 from 9am-5pm both days.

Deadline to apply: Monday, August 13th at 9am.

Start date: Instructor training will take place late August/ early September. Course instruction will begin September 10th.

Hourly rate: Starting wage is \$17.55/ hour with a significant wage increase after completion of first year of instruction and 50+ hours of teaching with HUB Cycling.

We thank all the applicants for your interest. Only those shortlisted will be contacted for an interview.