



Your **Cycling** Connection

Bike Education Instructor Job Description

Join Our Amazing Team!

At HUB Cycling our aim is to get more people cycling, more often to create healthier, happier, more connected communities. Bike Education Instructors play a key role in getting more people on bikes in Metro Vancouver by teaching engaging educational courses that reach thousands of adults and youth annually.

HUB Cycling is committed to creating a welcoming, inclusive workplace and to working with people and communities to help them thrive and prosper. Diversity is integral to this commitment. Our diversity allows us to fully understand, connect to, and respond to the needs of our members and communities. HUB Cycling encourages women, Indigenous people, people of colour, LGBTQIA and individuals from other diverse communities to apply, and to self-identify as belonging to one or more of these groups if these choose.

About HUB Cycling's Bike Education Programs

HUB Cycling delivers bike education programs to thousands of Metro Vancouverites each year. Our courses are customized for various ages and skill-levels and are delivered by our team of trained instructors at schools, community centers, libraries and workplaces. Courses include both in-class and on-road instruction that allow participants to build the skills and confidence needed for safe and enjoyable urban cycling. See <https://bikehub.ca/bike-education> for more details.

Position Summary:

We are hiring several instructors to join our growing Bike Education team this fall. Under the direction of the Bike Education Senior Program Manager and Bike Education Coordinators, cycling instructors work on a seasonal basis and teach a variety of courses. New instructors will primarily work *Bike to School* programs, which are delivered in elementary and middle schools and take place during the school day. The work can be fairly physical and requires enthusiasm and high levels of energy. Candidates must have flexible daytime availability on weekdays.

Primary Responsibilities:

- Become familiar with the HUB course curricula, equipment and materials, and methods for effective course delivery;
- Set up and deliver courses in a professional, enthusiastic and fun manner; this includes communicating course requirements with school staff to ensure smooth program delivery;
- Transport program equipment such as bikes, helmets, and other course gear;
- Motivate diverse youth and maintain their engagement during in-class and on-bike course delivery;
- Encourage youth and other program participants to see cycling as a viable mode of transportation;
- Ensure all program documents (ie. waivers, surveys) are completed and returned to the office in a timely manner;
- Communicate consistently and promptly with supervisors regarding scheduling, course feedback, and any incidents that occur while on-site;
- Maintain safety and risk mitigation practices.

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You are someone who:

- Believes in the benefits of cycling, is confident riding a bicycle for transportation and demonstrates responsible city cycling skills;
- Is a confident, enthusiastic instructor that can instruct groups of varying sizes;
- Enjoys working with youth aged 8-14;
- Is adaptable and flexible, can adjust teaching style to different course settings and learners' needs;
- Is friendly, patient and works well as part of a team;
- Can interact professionally with school staff members, parents and volunteers;
- Values open communication, will be proactive about communicating with HUB supervisors and the rest of the instructor team;
- Has a flexible weekday schedule and is motivated to work during the upcoming fall season (Sept-Nov);
- Has a clear criminal record check for the vulnerable sector and Standard First Aid certification, or willingness to obtain these through our organization.

Bonus Points for:

- Experience leading programs for youth;
- Driver's licence and comfort driving a full-size van for equipment transportation (we use Modo vehicles);
- Knowledge of basic bike maintenance skills.

Perks:

- Flexible schedule;
- Friendly and supportive co-workers;
- Supportive and comprehensive training to succeed in the instructor role;
- HUB Cycling pays for your Advance Your Ride certification and Standard First Aid courses
- Getting paid to bike!

Terms: This is a seasonal position. We are hiring new instructors for our fall season, which runs from September to mid-November. Number of shifts vary from week to week depending on instructor availability and programming needs. Instructors must be willing to travel within Metro Vancouver to instruct courses (owning a vehicle is not required), and can expect some early morning start times for travel to program locations. Successful candidates will have the opportunity to continue on our team in 2020, when our busy season picks back up from April to June and the following fall.

Successful applicants must become Bike Right certified by attending and passing the Advance Your Ride cycling skills course on the weekend of August 24-25 from 9am - 5pm both days. Course fees are paid by HUB Cycling. Additional, compensated on-site training will be provided the week of September 3rd.

Start date: Instructor training will take place the week of September 3rd and course instruction will begin September 16th.

Pay: Starting wage is \$18.50/hour +4% in lieu of vacation pay, with a significant wage increase after completion of first year of instruction and 50+ hours of teaching with HUB Cycling.

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How 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: “**BikeEd19_Firstname_Lastname.pdf**” and include the following:

- How you found out about the position
- Your typical weekday 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 24-25 from 9am-5pm both days.

Deadline: Friday, August 9th at midnight.

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

