



Your **Cycling** Connection

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**bikehub.ca**



## **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 facilitating 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.

#### **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.

HUB Cycling has three primary education programs: *Bike to School*, *StreetWise*, and *Workplace Cycling Workshops*. New instructors will primarily work *Bike to School* programs, which are delivered in elementary and middle schools and take place during the school day. Instructors may be called upon for other courses as needed. See [bikehub.ca/biketoschool](http://bikehub.ca/biketoschool) for more details.

#### **Position Summary:**

We are hiring several instructors to join our growing Bike Education team this spring. 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 courses in schools and other community settings. The work can be fairly physical and requires enthusiasm and high levels of energy. Candidates must have flexible weekday daytime availability.

#### **You are someone who:**

- Believes in the benefits of cycling, and demonstrates responsible city cycling skills;
- Is a confident, enthusiastic facilitator that can instruct groups of varying sizes;
- Enjoys working with youth aged 8-14;
- Is adaptable and flexible, can adjust facilitation style to different course settings and learners' needs;
- Is friendly, patient and works well as part of a team;
- Has a flexible weekday schedule and is motivated to work during peak instructional periods (April-June, Sept-Nov);
- 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.

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### 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.

### Required Qualifications:

- Experience with group instruction and facilitation;
- Experience working with youth;
- Flexibility, strong interpersonal skills, and enthusiasm;
- Experience and confidence riding a bicycle for transportation;
- Knowledge of, or ability to learn, basic bike maintenance skills (ABC Quick Check);
- Clear criminal record check for the vulnerable sector and CPR-C certification, or willingness to obtain.

### Preferred Qualifications:

- Driver's licence and ability to drive a full-size van for equipment transportation (we use Mado vehicles);
- 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 new instructors for our spring season, which runs from April to June. Successful candidates will have the opportunity to continue on our team in the summer and for the fall, when our busy season picks back up from September to mid-November.

New instructors can anticipate an average of 1-3 shifts/week depending on availability. Shifts will vary in length and may include early starts for travel to program locations. Instructors must be willing to travel within Metro Vancouver to instruct courses (owning a vehicle is not required).

Successful applicants must become certified *Bike Right* HUB Cycling instructors by attending and passing a cycling skills course on the weekend of March 16 -17 from 9am - 5pm both days. Course fees are the responsibility of participants (discount provided). Additional, paid on-site training will be provided the week of March 25th.

**How To Apply:** Please send a cover letter and resume (in one PDF document) to [jobs@bikehub.ca](mailto: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:

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- How you found out about the position
- Your typical weekday and weekend availability for April to June
- 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 March 16 and 17 from 9am-5pm both days.

**Deadline:** Sunday, March 3rd at midnight.

**Start date:** Instructor training will take place the week of March 25th and course instruction will begin April 1st.

**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.

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

