



We are Hiring Bike to Work Week Coordinators!

6 temporary contract positions available - 45 hours total

40 hours during Bike to Work Week (May 28 to June 3). Additional 5 hours between in the week prior for training and packing of supplies.

Job Description:

HUB Cycling's aim is to get more people cycling, more often. The charitable non-profit uses education, action, and events to achieve this mission.

Bike to Work Week (May 28 to June 3) is based around workplace teams whose members log their bike commutes on HUB's website. Prizes and workplace awards are motivational components.

The event week also features numerous celebration stations set up during the morning (6:30am-9:00am or 7:00am-9:30am) and afternoon (4:00pm-6:00pm) commuting hours at key locations on busy bike routes. The stations offer free coffee and snacks to commuters, provide cycling maps and information, sell HUB Memberships, and have mechanics from local bike shops on hand to tune up bikes. With over 80 Celebration Stations set-up around Metro Vancouver, we require flexible, outgoing, enthusiastic members of staff to help run these stations. There will be two Coordinators managing each station.

Under the direction of the Bike to Work Week Manager, the Coordinator will be responsible for overseeing the set-up and running of the Bike to Work Week Celebration Stations and assisting the BTWW Manager with pick-up and delivery of station materials.

You are:

- A strategic and driven event coordinator
- Highly organized and a master of details and deliverables
- An engaging leader who is able to effectively manager a team of volunteers
- Friendly, professional, and able to multi-task
- Passionate about the role that bicycles can play in building happier, healthier and more connected communities
- Able to engage with Bike to Work Week participants

Responsibilities:

- Overseeing the transportation of station equipment
- Overseeing the set-up and take down of each station (2 to 3 per day)
- Ensuring stations are set-up to in a neat and professional manner
- Liaising with Bike to Work Week Sponsors and Supporters

- Encouraging, supporting and managing volunteers at your station
- Promoting HUB Membership and t-shirt sales
- Ensuring station sponsorship signage and materials are in line with notes
- Maintaining presentable and well-supplied food and drink at each station
- Keeping near station attendance statistics, sales sheets and other documents

Qualifications:

- Flexibility, interpersonal skills, and enthusiasm are key to success in this position
- **Valid driver's license**
- Familiarity with HUB and its programs preferred
- Love of cycling for transportation preferred
- Ability to manage a group of volunteers
- Must be able to lift 40 lbs

Compensation:

This is one-week contract position will be approximately 40 hours (May 28 to June 3) with 5 hours of training/prep between May 21 and 28. Coordinators will be paid \$20/hr and will be compensated for overtime hours.

Application Details:

To apply, please send a cover letter & CV in a single PDF document to tom@bikehub.ca with 'Bike to Work Week Coordinator' in the subject line.

Applications will be accepted on a rolling basis until the positions are filled.

Due to the high number of applicants, only those selected for next steps will be contacted.