



Bike Education Instructors

Job Description

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. *This is an opportunity to join our team and be part of Metro Vancouver's active transportation future.*

Position Description:

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). We are currently recruiting instructors for our *Bike to School* program; however, this position may expand to include other programs in future. See bikehub.ca/biketoschool for more details about HUB's courses for youth.

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.

This position is **seasonal part-time work**. New instructors can expect to work an average of 1-2 shifts/week to start. Under the direction of the Bike Education Program Manager and Bike Education Coordinator, cycling instructors work on a casual, as-needed 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. Ideal candidates are individuals with *flexible weekday daytime availability* and occasional weekend work 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 public and private schools staff members, parents and volunteers;
- Is flexible and motivated to work as much as possible 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 *Bike to School* 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;



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Responsibilities (cont.)

- 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.

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.

Terms:

Hours will vary seasonally and according to availability, and may include some early starts for travel to schools and other instructional locations. The majority of courses run from April to June, and September to October. Instructors must be willing to travel within Metro Vancouver to instruct courses, including but not limited to the cities of Maple Ridge, New Westminister, Richmond, Tri-cities and Burnaby. Successful applicants must become certified HUB cycling instructors by attending and passing a cycling skills course on the weekend of **August 26-27** from 9-5 both days. Additional on-site curriculum training will be provided. Starting wage is \$17.55 with a significant wage increase upon second year of instructing with HUB Cycling.

How to apply:

Please forward one PDF document that includes a cover letter and resume to alyshia@bikehub.ca with "Bike Education Instructor Application" in the subject line. Include your typical weekday and weekend availability for September and October in your letter, along with an explanation of how this seasonal position is a good fit for your schedule.

Applications will be accepted until August 14, 9am. No phone calls please. We thank all the applicants for your interest. Only those shortlisted will be contacted for an interview.