



EDMONTON BICYCLE COMMUTERS' SOCIETY

<http://www.edmontonbikes.ca/>

Mailing Address

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Job Posting: Summer Programs Director

Posted: March 16, 2010

About the Edmonton Bicycle Commuters' Society (EBC)

The Edmonton Bicycle Commuters' Society (EBC) is a registered non-profit society that has been a leader in the Edmonton environmental and cycling community since 1980. Our goal is to support the bicycle as a healthy and ecologically-sound mode of everyday urban travel, by providing bicycle services and resources.

Position overview

The Summer Programs Director is responsible for program development, volunteer management, and coordination of special events. The position aims to further EBC's goal of encouraging and facilitating bicycle use in Edmonton and promoting and strengthening our organization.

Responsibilities

The Summer Programs Director duties will include elements of the following:

- Delivery of the summer programs of EBC
- Develop course material for bicycle education workshops
- Work with the Project Coordinator to coordinate on-the-ground execution of new and existing community events promoting and supporting cycling in Edmonton
- Recruit, train, coordinate and supervise volunteers at our community bike workshop
- Manage workshop operations
- Analyze and improve shop practices by developing programs in cooperation with Project Coordinator
- Respond to public inquiries related to community workshops and courses
- Help Project Coordinator to coordinate and train volunteers for events
- Organize free community events at our community bike workshop
- Write grants for workshop-oriented projects
- Work with Project Coordinator to develop volunteers and help build a sustainable volunteer system
- Network with community groups and local businesses to develop partnerships and programs
- General office administration

Qualifications/Education/Experience

The ideal candidate:

- Is an avid utilitarian cyclist, familiar with the bicycling community in Edmonton
- Has experience with public outreach activities
- Has experience recruiting, training and coordinating volunteers
- Has experience with project planning and management
- Has strong organization skills
- Has strong interpersonal skills
- Has experience preparing Grant Applications for a non-profit organization
- Is familiar with basic bicycle mechanics, with the aptitude to learn and then teach mechanical skills
- Has experience with standard office applications

Supervision

EBC is a volunteer-run organization. As such the Summer Programs Director will be required to work independently; however will work closely with the Project Coordinator, who will have primary responsibility for supervision and support.

Working Conditions

- **\$15.00 /hour**
- **35 hours week**
- **16 weeks***

* Ideally this will become a permanent position with EBC, continuing past August. The continuation of this position, whether as full-time or part-time, is dependent upon securing additional funding.

Hours of work are flexible and will depend on workload, deadlines and season. Daytime, evening and weekend work will be required.

This position is primarily located at our community bike workshop, BikeWorks (10047 80 Ave). Outreach, event and educational duties will require travel to other locations within the city.

Position start date: **May 3, 2010**

Application Process

Please apply electronically with a cover letter, resume and three professional references to: jobs@edmontonbikes.ca with "EBC Summer Programs Director Application" in the subject line.

Deadline for applications is **April 12 at 5:00pm.**

While EBC appreciates all applications, only candidates selected for interviews will be contacted.