



Edmonton Bicycle Commuters' Society

<http://edmontonbikes.ca>

Mailing Address

PO Box 1819, Station Main
Edmonton AB T5J 2P2
info@edmontonbikes.ca

BikeWorks South

8001 102 St
Edmonton AB T6E 4A2
780-433-2453 (BIKE)

BikeWorks North

9305 111 Ave (SW corner)
Edmonton AB T5G 0A2
780-757-9100

Job Posting

You Can Ride 2 Program Assistant Coordinator

Reports to: Executive Director
Status: Temporary contract
Location: Edmonton and area
Wage: \$1500-2000 for approximately 100 hours. Exact hours and pay TBD, hours are flexible but tied to events.
Start date: Immediately
End date: Upon completion (target of April 2014)

ABOUT THE EDMONTON BICYCLE COMMUTERS' SOCIETY

Learn how to fix your bike and ride in traffic. Buy a refurbished bike, or donate an unused one. Meet other cyclists, and help us advocate for a bike-friendly city.

Whether you ride a few times a week, 265 bike-friendly days a year, or year-round, the Edmonton Bicycle Commuters' Society (EBC) gives you the tools you need to enjoy cycling. Established as a non-profit society in 1980, EBC operates two volunteer-run community bike workshops, hosts events during Bike Month and all year-round, and represents Edmonton cyclists at City Hall.

ABOUT YOU CAN RIDE 2

You Can Ride Too (<http://edmontonbikes.ca/you-can-ride-too>, formerly *You Can Bike Too*) is an adapted bicycle loan pool which provides bikes on loan to children whose special needs prevent them from riding a 2-wheel bicycle. This free service empowers children with the freedom to ride with their families. The program launched in 2013 and loaned out over 40 bikes in its first year.

OBJECTIVE

As a new, volunteer-run program, *You Can Ride Too* is now ready to organize into an ongoing, permanent program. The role of this position is to develop and implement the systems to ensure the continued success of this program. The successful applicant will work with the volunteer Program Coordinator (a registered physiotherapist) as well as the Executive Director (EBC staff) and volunteers.

Specific goals include:

- Create an efficient bike and bike component inventory
- Help coordinate bike repair and fitting days
- Help recruit and coordinate volunteers to help with bike repair and fitting days

QUALIFICATIONS:

- Strong organization & administrative skills
- Detail oriented

- Independent worker
- Strong communication skills
- Library system, database, or related experience an asset
- Google Drive experience an asset

DUTIES/DELIVERABLES:

- Inventory:
 - Refine label and organization system so that it is easy to keep track of inventory
 - Order and affix labels to each bike and component
 - Refine online tracking form
 - Photograph each separate bike and component (some have already been photographed)
 - Work with student website helper to post photos to website (online “shopping” inventory for therapists)
 - Prepare files for bike fitting days
 - Create a system that can monitor repair history (and cost thereof) on bikes
 - Compile and organize a list of components (including photographs)
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- Events:
 - Help coordinate Feb 21/22 repair days (dependent on hiring date)
 - Help coordinate Mar 7/8 bike fitting days
 - Help coordinate April bike fitting day
- Volunteers:
 - Help ensure bikes are all in good condition for March 7 & 8 fitting day by helping to recruit volunteer mechanics for bike repair blitz
 - Work with volunteer mechanics (or parent volunteers) to schedule bikes for repair

TIME REQUIREMENTS & REMUNERATION

\$1500-2000 for approximately 100 hours. Hours are flexible but tied to events. Specific hours and pay are TBD. This is a temporary contract position.

APPLICATION

To apply, please submit a cover letter and resume to ycr2@edmontonbikes.ca by noon, February 15, 2014.