



Summer Job Opportunity **Cycling Ambassador**

Mid-May to Mid-July (10 weeks), 30 hrs/week, \$14.00 per hour

Cycle Kingston Inc. is a volunteer-led, local, registered charity whose mandate is to provide safe cycling education and cycling skills training to encourage safe, healthy, community-friendly transportation choices in the City of Kingston.

Cycle Kingston is seeking to hire two **Cycling Ambassadors** who work in the spring and summer to develop and deliver a broad variety of cycling safety and skill development initiatives, and promote safety awareness, to a variety of audiences from across the community and in various formats.

Tasks and Responsibilities

Cycling Ambassadors are responsible for:

- Being a visible presence modelling responsible cycling on the road
- Booking appointments to make school presentations; Preparing educational materials and teaching students of all ages in classrooms, school groups, and after-school “cycling mini-festivals” throughout May and June
- Organizing and participating in Cycling Week festivities in early June
- Running cycling safety circuits at community festivals, summer youth programs and in other settings
- Teaching cycling safety courses to groups of adults or youth in the summer; Locating and working with partner groups such as local immigrant services to provide safe cycling programs
- Organizing and leading cycling instruction component of a youth summer camp in partnership with Queen’s University’s *Q-Camps* ([July 8-12, 2019](#))
- Maintaining an active social media presence
- Doing public outreach, including setting up in front of stores, at public markets, and by doing presentations to businesses, clubs and community service groups, and representing Cycle Kingston in the media
- Promoting and coordinating valet bicycle parking for 2-3 key community events
- Organizing themed community rides with partners, e.g. annual Community Garden Ride, First Capital Day historical ride, etc.
- Maintaining a professional office presence
- Encouraging citizens to support Cycle Kingston through memberships or donations
- Coordinating outreach for September to welcome new students to university and college in Kingston
- Assisting in our social enterprise, *Gear Up! Recycled Bicycles*, engaging under-employed youth in repairing and selling used bicycles
- Other similar duties to be determined

Requirements and Qualifications

What we require of a Cycling Ambassador:

- must successfully complete a safe cycling training course during the first two weeks of work (provided)
- must be physically fit and able to perform duties outside, all day, in any weather
- must be ready and able to work a flexible schedule with some weekend and evening work (be prepared to work several Saturdays)
- must pass a criminal record check (CPIC) with vulnerable sector screening

Skills a Cycling Ambassador must have:

- an ability to speak in an effective, engaging, and dynamic way to groups and individuals, including children and teenagers, in both informal and formal situations
- respect for people regardless of their background, income level, ethnicity, culture, age, disability, or sexual orientation
- strong ability to be self-motivated
- independent problem-solving skills
- familiarity with social media applications and strong office technology skills
- ability to work cooperatively with others in and outside of Cycle Kingston
- cycling experience and willing to ride in any weather

Qualities that will be a positive addition to the application:

- completion of certified safe cycling training
- bike maintenance and repair experience
- experience communicating with the media
- experience as a camp counsellor or similar role
- fluency in French

Terms and Conditions of Employment:

- Working full time: 30 hours per week, no overtime pay; flexible schedule
 - Must be fully available week of July 8-12 (summer camp week)
- Working from mid-May to mid-July 2019 (10 weeks)
 - *Possibility of extension dependent on funding
- Being paid \$14.00 per hour, plus 4% vacation pay, paid bi-weekly
- Working alongside one other Cycling Ambassador(s)
- Working out of our office located at the Kingston Memorial Centre, 303 York Street, Kingston

Notes:

- You must have your own properly-maintained bicycle, equipped with required lights and reflectors. A carrying rack and panniers would be helpful.
- You must have and use a cycling helmet while riding. Cycling gloves and rainwear are recommended. A Cycle Kingston cycling jersey will be provided (to keep), but you may also want to have cycling shorts and other comfortable cycling clothing.
- You will have resources and expertise available to support you, including volunteers who have extensive experience in safe cycling education and instruction.

Application Process and Deadline:

To apply, please submit a résumé and a one-page cover letter briefly describing why you are a great candidate for the position, providing specific examples. Submit your application, **by email only, by 5:00pm on Friday, May 24, 2019** to the attention of:

Neal Scott, President
Cycle Kingston, Inc.
pres.cyclekingston@gmail.com

Cycle Kingston, Inc. is an equal opportunity employer and organization. Persons applying for this position will not be discriminated against based on race, religion, gender, sexual orientation or disability. All qualified individuals are invited to submit an application.

We thank all applicants for their interest in the position, but only those being considered for an interview will be contacted.

www.cyclekingston.ca