



Summer Job Opportunity

## **Cycling Ambassador**

**May to August, 2022 (12 weeks). Possibility of extension.**

**32.5 hrs per week (average), \$15.50 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 also operates two social enterprises: Gear Up Recycled Bicycles, and Bicycle Valet Kingston.

Cycle Kingston is seeking to hire **Cycling Ambassadors** who will work together this summer to develop and deliver a variety of cycling safety and skill development initiatives, and promote safety awareness, to a variety of audiences across the community.

### **Goals for summer 2022**

- Being a visible presence modelling responsible cycling on the road.
- Design presentations, contact schools, book, and deliver in-school cycling safety presentations (May and June).
- Assist volunteers with running annual Cycling Week events and activities (May 29 – June 4)
- Help launch and promote new online cycling safety education material
- Plan, promote, and deliver two weeks of summer day-camp, possibly in collaboration with Queen's University Q-Camps (July and August)
- Plan, promote, and deliver several 3-hour mini-courses for small groups of adults and youth.
- Organize several community rides focusing on cycling safety.
- Supervise and operate bicycle valet parking service at events, as required.
- Organize cycling safety circuits at community events, public markets, community centres, and community agencies, as opportunities arise.
- Help maintain an active social media presence.
- Help coordinate outreach for September to welcome new students to university and college in Kingston.
- Other similar duties to be determined.

### **Basic Qualifications**

- Successfully complete a safe cycling training course (provided by the employer).
- Be physically fit and able to perform duties outside, all day, in any weather.
- Successfully pass a criminal police check with vulnerable sector screening.
- Provide proof of full vaccination against COVID-19 as per our Vaccination Policy.
- Respect for people regardless of their background, income level, ethnicity, culture, age, disability, or sexual orientation.

### **Skills Required**

- Experience as a youth camp counsellor (or similar role) is highly desirable.
- Experience instructing adults would be an asset.

- Ability to speak in an effective, engaging, and dynamic way to groups and individuals, including children and teenagers, in informal and formal situations.
- Must be highly self-motivated and able to confidently take initiative within provided guidelines; Independent problem-solving skills.
- Familiarity with social media applications and office technology skills.
- The ability to work cooperatively with others in and outside of Cycle Kingston.
- Fluency in French is considered an asset, but not required.

**Terms and Conditions of Employment:**

- Working full time, an average of 32.5 hours per week, with a flexible schedule (i.e. some weeks will require more hours, and some will require fewer hours). Work will often include weekends.
- Paid \$15.50 per hour, plus 4% vacation pay, paid bi-weekly.
- Working alongside one other Cycling Ambassador.
- Working out of our office located at the Kingston Memorial Centre, 303 York Street, Kingston, as permitted by Public Health protocols, otherwise working from home or community spaces.
- Operating within the guidelines of local Health Unit and the province of Ontario in terms of meeting and exceeding all COVID-19 safety protocols.

**Notes:**

- As this position is funded by the *Canada Summer Jobs* program, applicants must be youth age 15 to 30 years old. You *do not* have to be a post-secondary student returning to school in the fall.
- You must have your own properly-maintained bicycle. May be asked to pull a bike trailer. (We can assist you in accessing a bicycle if required.)
- You must have and use a certified cycling helmet while riding. Cycling gloves and rainwear are recommended.
- You will have resources and expertise available to support you, including volunteers who have extensive experience in safe cycling education and instruction, plans and notes from previous summer day camps and mini-courses. You will be provided with theoretical and practical (on-bike) vehicular cycling training.

**Application Process and Deadline:**

To apply, please submit a résumé and a one-page cover letter describing why you are a great candidate for the position.

Submit your application, **by email only, by 5:00pm on Monday, April 4**, to the attention of:  
 Neal Scott, President  
 Cycle Kingston, Inc.  
[pres.cyclekingston@gmail.com](mailto: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](http://www.cyclekingston.ca)**