



## **NOW HIRING:**

### **Cycle Kingston Program Manager**

\$21.00 per hour plus 4% vacation

20 hours per week average (flexible seasonal schedule)

February to November 2023

#### **About the Position**

Reporting to the Chair of the Board of Directors or their designate, the Program Manager supports the work of the Board of Directors of Cycle Kingston to achieve the goals of the organization and its two social enterprises, Gear Up Recycled Bikes and Bicycle Valet Kingston. The Program Manager will undertake planning, oversee staffing, implement a marketing strategy, and manage all operational aspects of the organization.

#### **About the Organization**

Cycle Kingston is a registered Canadian charity operating in Kingston, Ontario, whose mandate is to promote and encourage safe cycling through education and public outreach. The core activities include providing a slate of cycling training opportunities, public education on safe cycling, and community awareness of cycling safety. This has typically been carried out by hiring Cycling Ambassadors in the summer months who deliver education programs at schools, run summer cycling day camps, and deliver cycling safety courses to individuals and groups. Volunteers contribute to these activities as needed.

Cycle Kingston operates two social enterprises which provide access and encouragement for cycling, while generating financial support for Cycle Kingston's educational programs. Gear Up Recycled Bikes hires summer students who repair donated bicycles and sell them at affordable prices to members of the community. Bicycle Valet Kingston provides free, secure bicycle parking for patrons at events and festivals. The Program Manager will focus on the work of Cycle Kingston and Bicycle Valet Kingston primarily, while providing some support to Gear Up.

#### **Tasks and Responsibilities**

##### *Planning and Scheduling*

- Develop an annual plan for CK, GU and BVK, including budget, staffing requirements, and objectives, in consultation with the Board of Directors and steering committees.
- Contact schools to book cycling education sessions.
- Contact event organizers to promote and book Bicycle Valet Kingston services.
- Schedule dates for cycling skills courses, camps, and other CK events.
- Help plan and coordinate annual Cycling Week events and activities.
- Assist with planning annual fundraiser(s).
- Recruit and manage CK volunteers.

### *Staff Supervision*

- Coordinate the intake, interview, and hiring process for new staff.
- Supervise all staff, including scheduling, reporting, training and support.
- Collect and approve timesheets and forward to Treasurer for completion of payroll.

### *Administration*

- Manage the organizations' email accounts, respond to inquiries, redirect messages to other staff/ Board members as necessary; pick up the mail at the Post Office.
- Track all revenues and expenses (for courses and social enterprises).
- Process donations. Make deposits and issue payments as directed by the Treasurer.
- Keep all data on programs and services up to date and backed up regularly.
- Prepare correspondence as directed.

### *Marketing and Awareness*

- Implement key parts of new marketing strategy
- Create relevant online content (i.e., social media posts) to increase awareness of organization; assess social media activity and presence using available data.
- Create promotional materials for Cycling Week, fundraisers, courses, school outreach, summer camps, and social enterprises.
- Maintain websites for Cycle Kingston and CK's social enterprises to ensure material is current and correct.
- Design and create an Annual Report for the organization.

### *Event Involvement*

- As required, support the organization's events through direct staffing, e.g., working shifts at Bicycle Valet Parking events or assist with cycling education courses.

Other tasks as assigned by the Chair of the Board of Directors or their designate.

### **Skills/Abilities**

- Ability to prioritize and balance daily tasks with longer term projects.
- Excellent planning and scheduling to achieve daily, weekly, and project goals.
- Strong office administration skills, especially MS Office and web-based applications.
- Good working knowledge of social media relevant to our purposes, and content creation software, such as Canva or similar software.
- An effective communicator in all formats (in-person, phone, email).
- Comfortable dealing with financial activities and tracking budgets.
- Ability to supervise and coordinate staff and volunteers.
- An interest in cycling, cycling safety, and promoting cycling as active transportation.
- Ability to speak another language (French, others) would be considered an asset.

## Terms and Conditions

- Part-time, 10-month contract, February to November 2023, based on an average of 20 hours per week. It is expected that the incumbent will work a greater number of hours per week in the spring and summer peak season (25-30 hours per week), and fewer hours per week in the late summer and fall (10-15 hours per week).
- The Program Manager will work primarily from home but has access to the Cycle Kingston office in the Kingston Memorial Centre and will attend events and activities as required, including work on weekends.
- Rate of pay is \$21.00 per hour, plus 4% vacation pay in lieu of paid vacation time off.
- Possibility of expanded hours or extension dependent on funding and reassessment of organizational needs.
- Must provide a satisfactory criminal police information check (CPIC) which includes vulnerable sector screening (VSS).
- Must complete training required as part of orientation, e.g., AODA customer service standards, Health & Safety in the workplace, etc.
- Comprehensive safe cycling and cycling skills training will be provided.

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## To apply

- Submit a one-page cover letter and résumé outlining your *relevant* skills and experience. In your cover letter, show *specific examples* of how you can achieve the tasks outlined in this job description.
- Send your application *electronically*, no later than **Monday, January 23, 2023, at 5:00pm** to:

Neal Scott, President  
Cycle Kingston Inc.  
[info@cyclekingston.ca](mailto:info@cyclekingston.ca)

To learn more about us, visit our websites:

Cycle Kingston – [www.cyclekingston.ca](http://www.cyclekingston.ca)

Gear Up Recycled Bikes – [www.gearupkingston.ca](http://www.gearupkingston.ca)

Bicycle Valet Kingston - [www.cyclekingston.ca/bikevaletygk.html](http://www.cyclekingston.ca/bikevaletygk.html)

Cycle Kingston Inc. is an equal opportunity employer and will not discriminate on the basis of race, religion, sex, gender identity, ethnicity, or any other illegal grounds.

*We encourage all qualified applicants to apply.*