



Summer Job Opportunity:  
**Bike Mechanic**  
**Gear Up! Used Bicycle Social Enterprise for Youth**  
**Employment**

Late May to Late July, 30 hrs/week minimum for 8 weeks, \$17.20 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 a **Bike Mechanic** to grow its social enterprise initiative, **Gear Up! Recycled Bikes – a used bicycle business that provides workplace training for youth.** This enterprise procures and repairs used bicycles, then markets them to a range of groups in Kingston, with a focus on providing access to bicycles for transportation for new Canadians and other residents of Kingston, while providing important workplace training for youth. This will be the fifth summer of operations for the enterprise. You can learn more at the Gear Up! website: [www.gearupkingston.ca](http://www.gearupkingston.ca).

### **Eligibility**

As this position is partially funded by the *Canada Summer Jobs* program, **applicants must be between 15 and 30 years old.**

### **Tasks and Responsibilities**

- Fixing up bikes with the other youth employees
- Assisting in the procurement of used bicycles, parts, and supplies needed by the business
- Maintaining a professional store and business presence
- Assisting the Program and Shop Manager in the day to day business aspects
- Prioritize bikes for repair
- Organize parts and supplies, maintain parts inventory
- Establish and maintain quality assurance measures on all bicycles sold
- Ability to interact with others in a mature and professional manner
- Other similar duties to be determined

What we require of a Bike Mechanic:

- Must have a clear criminal record check (CPIC) with vulnerable sector screening
- Interest in bicycles!

Demonstrable skills for the Bike Mechanic include:

- Experience working with tools. Bicycle repair aptitude and experience is beneficial, but not required. Focused training provided as needed.
- Good communication skills to facilitate working in groups
- Respect for people regardless of their background, income level, ethnicity, culture, age, disability, or sexual orientation
- Strong self-motivation and work ethic
- Independent problem-solving skills
- Ability to work cooperatively with others in and outside of Cycle Kingston

To apply, please submit a **résumé and a one-page cover** letter briefly describing why you are a great candidate for the position. Submit your application electronically by **May 26, 2025** to **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, age, or disability. All qualified individuals are invited to submit an application.

**Learn more about us at [www.cyclekingston.ca](http://www.cyclekingston.ca), [www.gearupkingston.ca](http://www.gearupkingston.ca)**