



## Summer Employment Opportunity

### Program Director

May to August 2025 (14 weeks)

30 hrs per week, \$21.00 per hour

#### DESCRIPTION

The Cycle Kingston Program Director will plan, organize and deliver a variety of cycling education and awareness activities, including making in-school and community-based presentations, running a youth summer camp, helping with Cycling Week events, and operating valet bicycle parking at community events. The incumbent will be well organized and highly motivated, highly skilled at recruiting and engaging volunteers or temporary staff, well-versed in marketing and promotions tools, and comfortable and competent making engaging presentations to people of all ages.

This role combines planning and event coordination with in-person teaching/ instruction and direct community outreach. Members of the volunteer Board of Directors will provide guidance and assistance.

#### Tasks

1. Recruit and train volunteers to assist in all activities.
2. Plan summer activities, including an overall plan for the summer and contacting school and community partners, festival organizers, etc.
3. Plan and deliver in-school cycling safety presentations (May-Jun), by reviewing curriculum, booking school visits, promotions, and make school presentations.
4. Support the Cycling Week coordinator with planning, logistics and promotions of Cycling Week activities and events (First week of June).
5. Plan and deliver a 1-week youth summer day-camp (July 7-11) by reviewing camp curriculum, marketings camps, creating new content, facilitating registrations, and running summer camp for up to 10 youth alongside trained volunteers or temporary staff.
6. Instruct half-day safe cycling courses for small groups of both adults and youth, by learning practicing and understanding the course material. Promote courses and instruct them when booked.
7. Promote online cycling education course modules.
8. Organize and lead community rides focusing on cycling safety.
9. Organize and operate cycling safety circuits at community events, public markets, community centres, and community agencies, by contacting community partners to arrange and promote Safe Cycling Circuits.
10. Plan and attend community events to promote cycling safety, as opportunities arise.
11. Maintain an active social media presence, promoting programs and highlighting safe cycling tips and information.
12. Organize and operate valet bicycle parking services at community events: Work with volunteer committee to contact festival organizers, promote and book bike parking services, determine logistics and set up, recruit and schedule volunteers and temporary staff, arrange delivery of parking equipment, and oversee set-up, take-down and supervision of workers; as needed, work shifts at the event.

## Basic Qualifications

- Must be physically fit and able to perform duties outside, for several hours, in all weather conditions. This includes being able to lift and move event equipment, such as canopy tents, tables, and bins of materials (up to 50 pounds).
- Must be able to successfully complete an 18-hour safe cycling training course, provided by Cycle Kingston upon employment.
- Must own, or have access to, a functional bicycle.

## Skills & Qualifications

- Ability to recruit, train, assign and supervise volunteers.
- Proven ability to communicate effectively through platforms such as email, text messaging, telephone, online video, and social media (including chat).
- Ability to effectively present and teach to groups of people of all ages, especially children and youth.
- Ability to coordinate and organize multiple events, activities, and schedules, often occurring at the same time.
- Ability to be a critical thinker, to take initiative to achieve set goals and independently problem solve as issues arise.
- Familiarity with and proficient user of social media applications and common office software (i.e. word processing, spreadsheets)
- Experience working with children and youth.
- Fluency in French, considered an asset
- First Aid/ CPR training, considered an asset.

## Terms and Conditions of Employment

- Position will begin early May and will end early August.
- Work schedule will be based on an average of 30 hours per week over 14 weeks. This position will work several weekends in the summer.
- Rate of pay will be \$21.00 per hour, plus 4% vacation pay, paid bi-weekly by e-transfer.
- Participation in a weekly meeting with your supervisor and attend as-needed meetings with project leads and/or committees.
- A police check including vulnerable sector screening is required

## Application Process and Deadline

To apply, please submit a résumé and a one-page cover letter **by email only, by 5:00pm on Friday, March 7, 2025**, to:

Andy Mills, Treasurer  
Cycle Kingston, Inc.  
[finance@cyclekingston.ca](mailto:finance@cyclekingston.ca)

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.

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