



Summer Job Opportunity  
**Cycling Ambassador (2 positions)**  
May to August 2024 (12-14 weeks)  
30 hrs per week (average), \$17.50 per hour

Cycle Kingston Inc. is a volunteer-led, local, registered charity whose mandate is to provide safe cycling education and cycling skills training, with the aim to encourage safe, healthy, community-friendly transportation choices. Cycle Kingston also operates two social enterprises: Gear Up Recycled Bicycles, and Bicycle Valet Kingston.

We are seeking to hire **Cycling Ambassadors** who will work as a team 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, including supporting our Bicycle Valet Parking social enterprise that provides supervised bicycle parking at community events and festivals.

**Primary Tasks**

- Deliver in-school cycling safety presentations.
- Plan and deliver two weeks of summer day-camp.
- Instruct half-day safe cycling courses for small groups of adults and youth.
- Organize community rides focusing on cycling safety.
- Organize cycling safety circuits at community events, public markets, community centres, and community agencies.
- Attend community events to promote safe cycling.
- Maintain an active social media presence.
- Organize and operate bicycle valet parking at events.

**Skills & Qualifications**

- Be physically fit and able to perform duties outside, all day, in any weather.
- Ability to communicate effectively with groups of people of all ages.
- Ability to organize events, activities, and schedules.
- Independent problem solver and willingness to take initiative to achieve project goals.
- Familiarity with and proficient user of social media applications.
- Ability to use common office software including MS Word and Excel.
- Experience working with children and youth.
- Fluency in French, and First Aid/ CPR training would be considered an asset.

**Terms and Conditions of Employment:**

- Successfully complete a safe cycling training course (provided by Cycle Kingston).
- Average of 30 hours per week, with a flexible schedule, including some weekends.
- Early May to mid-August, with the possibility of extension pending funding.
- Paid \$17.50 per hour, plus 4% vacation pay, paid bi-weekly.
- Working alongside another Cycling Ambassador.

**Application Process and Deadline:**

To apply, please submit a résumé and a one-page cover letter **by email only, by 5:00pm on Monday, April 22, 2024**, 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)**