



Summer Job Opportunity:  
**Bicycle Shop Manager**  
**Gear Up! Recycled Bicycles - Social Enterprise for Youth  
Employment**

20-25 hours/week April through August  
Possible extension to September  
Additional hours possible depending on sales and grants  
\$18.25 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 **Shop Manager** 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. Our social goals 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 eleventh summer of operations for the enterprise. You can learn more at the Gear Up! website: [www.gearupkingston.ca](http://www.gearupkingston.ca).

### **Tasks and Responsibilities**

The Shop Manager is responsible for:

- Assisting in the procurement of used bicycles, parts, and supplies needed by the business
- Maintaining a professional store and business presence
- Maintaining a safe work environment for all employees of Gear Up and Cycle Kingston
- Prioritizing bikes for repair
- Maintaining/fixing up bikes so that bikes sold are safe and work properly
- Training and teaching the youth employees how to fix bikes
- Organizing parts and supplies, maintaining parts inventory
- Establishing and maintaining quality assurance measures on all bicycles sold
- Assisting in selling of bikes (including selling bikes, fitting bikes to customers, answering customer questions, etc.)
- Collaborating with the Program Manager in outreach, promotional event planning and business management functions

- Keeping track of products (types of bikes, helmets, locks, etc.) that sell well to prioritize what is maintained in inventory to best serve the community and make money for the enterprise
- Encouraging citizens to support the business through membership in Cycle Kingston or donations
- Other similar duties to be determined

## Requirements and Qualifications

What we require of a Shop Manager:

- Must have a clear criminal record check (CPIC) with vulnerable sector screening

Demonstrable skills include:

- Bicycle repair aptitude and experience, or relevant experience working with tools. Focused training will be provided if needed
- Ability to work with and supervise high-school aged youth
- Ability to interact with others in a mature and professional manner
- Effective, engaging, and dynamic speaking skills applied to both groups and individuals
- Respect for people regardless of their background, income level, ethnicity, culture, age, disability, or sexual orientation
- Strong self-motivation
- Independent problem-solving skills
- Ability to work cooperatively with others in and outside of Cycle Kingston

Qualities that will be a positive addition to the application:

- Knowledge of different types of bicycles
- Demonstrated ability to develop good customer relations
- Retail management skills, particularly maintaining and tracking inventory
- Knowledge, interest and involvement in cycling and cycling safety issues
- Knowledge of charitable organizations and/or social enterprises
- Experience communicating with the media
- Fluency in French and/or other languages

## Terms and Conditions of Employment:

Terms of employment, conditional on final funding approval, will be:

- Working app. 25 hours per week for 5 months, no overtime pay. Some flexibility on the distribution of these hours over the 5 months
- Possible part-time hours in September. Additional hours during summer months possible depending on sales and grant funding
- Flexibility with allocation of hours possible – **weekend work required**
- Working from early April to late-September (if possible)
- Compensation of \$18.25 per hour, plus 4% vacation pay, paid bi-weekly

## Notes:

- There is some flexibility on the start date and duration of employment
- You will be supported by a volunteer Steering Committee and a Program Manager, and have access to volunteers who can assist with various aspects of this venture
- Potential for extension based on success of project or receipt of additional funding

**Application Process and Deadline:**

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 by **March 13, 2026** to:

Neal Scott, President  
Cycle Kingston, Inc.  
P.O. Box 1002, Stn Main  
Kingston, ON, K7L 4X8

Please submit applications electronically to: [president@cyclekingston.ca](mailto:president@cyclekingston.ca).

Late applications will be considered if the position is not yet filled.

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)**