



**Project Manager**  
**Gear Up! Recycled Bicycles Social Enterprise for Youth Employment**

Through Summer Work Experience Program (SWEP) at Queen's University

**SEARCH FOR #150177**

35 hours/week May through August, some additional part-time hours in April

Possible additional hours in September depending on sales and grants

**\$18.20 per hour**

Gear Up! Recycled Bicycles is a social enterprise operated by Cycle Kingston Inc. This community-oriented used bicycle shop has been in operation since 2016; 2025 will represent its ninth summer of operations. The 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 area residents. A central focus of our mandate is to provide workplace training for employment-barriered youth, many of which are high-school age.

Cycle Kingston, the parent organization, is a volunteer-led, 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 initiated this social enterprise as a means of furthering its mission, building name recognition in the city, and generating revenues to support its many educational outreach programs. Gear Up! is overseen by Dr. Neal Scott (Queen's Department of Geography and Planning) as Cycle Kingston President, along with other staff and board members. It also draws from a volunteer Gear Up! steering committee which provides oversight, visioning, and some hands-on assistance. More information on Gear Up! can be found at <https://www.gearupkingston.ca/>

**The Position**

Under the supervision of Cycle Kingston board members, staff and volunteers, the student will assume responsibility for day-to-day management of the social enterprise for summer 2025.

**Eligibility**

Applicants must be eligible for the Summer Work Experience Program (SWEP) operated through Queen's Career Services. To be eligible for SWEP, students must be currently registered in their first full-time Queen's undergraduate degree program

AND

returning to the same full-time Queen's undergraduate degree program in the fall (not graduating this year). The student must be eligible both at time of application and throughout the work term.

Please note that concurrent B.Ed (Bachelor of Education) students are eligible. Students with disabilities who are registered with Queen's Student Accessibility Services will be evaluated as equivalent to full-time as long as they are in at least a 40% academic load (6.0 credit units in each term of study) in the term prior and after the SWEP summer term.

**Students must apply through MyCareer. Student eligibility will be confirmed before hiring**

### **Tasks and Responsibilities**

The Project Manager is responsible for:

#### **Initial Weeks - Preparation for Summer Operations (April-mid May)**

- Receive an orientation to the bicycle shop location, set-up, staffing and goals.
- Build skills in bicycle repair and maintenance
- Receive training on the online sales system and internet outreach sites (website, Instagram, Facebook)
- Receive training in providing customer bicycle fit and advisement
- Undertake an inventory of current supply of bicycle and parts, and assist in repair shop set-up
- Learn current strategies for procuring used bicycles and parts, and assist with targeted procurement from local and online vendors
- Gain understanding of social programs and agencies that provide salary support for youth employees, and initiate outreach to community partners
- Work with local employment organizations on youth hiring and job-skills training
- Initiate online marketing of bicycles

#### **Summer Operational Management Responsibilities (mid-May - late August)**

- Assume responsibility for maintaining a professional store and business presence
- Assume responsibility for financial management, including recording all sales, and preparing weekly sales summaries
- Track sales and inventory to assist in marketing products to the public

- Maintain an active social media presence for the business
- Manage procurement of used bicycles and supplies to ensure smooth operations
- Work with youth mechanics (high-school age) in the shop to ensure successful learning and goal attainment
- Take a leadership role in organizing pop-up sales and service clinics at special events
- Undertake other marketing activities to help build visibility of the enterprise in Kingston
- Prepare reports for the steering committee and Cycle Kingston President

### **End of Summer Wrap-Up (late August – September (funding dependent))**

- Conduct final inventory and organize the consolidation of parts for storage
- Prepare a final report summarizing achievements relative to business and social goals

### **Requirements and Qualifications**

Due to the social and financial responsibilities of this role, the successful candidate must obtain a clear criminal record check (CPIC) with vulnerable sector screening. Other qualifications necessary to support the role described above are:

- Demonstrated ability to work with and supervise high-school aged youth
- Experience in using and/or repairing bicycles
- Strong self-motivation
- Independent problem-solving skills
- Familiarity with social media applications and strong office technology skills (Internet, MS Office applications)
- Effective, engaging, and dynamic speaking skills applied to both small groups and individuals
- Respect for people regardless of their background, income level, ethnicity, culture, age, disability, or sexual orientation
- Ability to work cooperatively with others in and outside of Cycle Kingston

### **Desired Qualifications**

This position has well-established operational protocols that provide a foundation for smooth and successful operations; however, it is hoped the student will bring personal strengths (creative and technical skills) to the job to contribute to development and innovation within the business. Students may propose special projects that align with their academic learning and career goals. Candidates who have an interest in creative marketing and outreach are encouraged to apply.

## **Terms and Conditions of Employment:**

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

- Working 35 hours per week for 4 months, no overtime pay. Some flexibility on the distribution of these hours over the 4 months
- Additional hours (part-time) in April. Possible part-time hours in September 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 \$18.20 per hour, 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 another mechanic, and have access to volunteers who can assist with various aspects of this venture

## **Application Process and Deadline:**

To apply, register at Career Services <https://careers.sso.queensu.ca/home.htm> and the My Career portal. **You must apply directly through the SWEP program. Search for position #150177.** 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 14 Feb 2025 (deadline for the SWEP program).

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)**