



## CYCLING BC POSITION DESCRIPTION

Title: iRide School Head Instructor  
Reports to: iRide Provincial Manager  
Duration: May – August 2020

### JOB SUMMARY

The iRide School Head Instructor is responsible for the delivery of iRide programs offered by Cycling BC.

### WORKING RELATIONSHIPS

The iRide School Head Instructor works with their fellow iRide instructors on-site and reports to the iRide Provincial Manager for additional guidance and support.

### KEY ACCOUNTABILITIES

On-Site:

- Instruction of school programs
- Conduct bike safety and helmet checks prior to all sessions

Equipment:

- Reporting and managing any mechanical issues with the iRide rental bikes
- Safe transport of iRide Trailer/Sprinter Van or other CBC vehicles

Administrative Tasks:

- Participate in a weekly conference call with other iRide Instructors and the iRide Manager
- Submit a monthly 1-2 paragraph self-reflection to help the iRide Manager identify areas for possible guidance and support.

### COMMITMENT

- Preparation
  - Home-Study April *Materials are provided for your review, includes quiz*
- Training
  - Burnaby May 1<sup>st</sup> 5pm-9pm “NCCP Community Initiation”
  - Burnaby May 2<sup>nd</sup> 8am-5pm “NCCP Basic Cycling Skills”
  - Burnaby May 3<sup>rd</sup> 8am-3pm “iRide Orientation – outside!”
- Work
  - In-School May 5<sup>th</sup> – June 18<sup>th</sup> (3-4 days a week)
  - Summer June 22<sup>nd</sup> – July 31<sup>st</sup> (4-5 days a week)
  - Late Summer Aug 10<sup>th</sup> – Aug 28<sup>th</sup> (5 days a week) (Optional)

### COMPENSATION

Training and workday compensation is \$20 per hour.

**A TYPICAL WORKDAY:** Meet at Cycling BC’s Burnaby office or at the event location. Arrive at the location, meet school admin, unload bikes and setup courses. Instruct 4-6 classes each day. Enjoy lunch in the staff room! Summer camp includes activities in and around Burnaby Mountain.



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### REQUIREMENTS

- 21 years or older
- Fluency in English is required including oral, written and public presentation skills
- Clear Criminal Record Check and Vulnerable Sector Check
- Class 5 drivers license

### QUALIFICATIONS

#### ***Education and Experience***

- 3+ years in the sport of cycling or work experience related to child development
- In-depth working knowledge of sport, communications and coaching operations

#### ***Professional Abilities***

- Proven ability to work collaboratively with community partners
- Understanding of sponsor, media and community relations
- Understanding of cycling activities and lifestyle
- Experience with the development of a brand
- Previous experience working in a fast-paced, multi-level, sport-based environment with emphasis on timelines and delivery
- Proven capacity to fit within a not-for-profit culture and show leadership in terms of workplace standards, drafting of policies and development of agreements

#### ***Special Skills and Abilities***

- Tactical planning is required to achieve targets within established framework
- Excellent oral, written and communication skills
- Strong negotiation and presentation skills
- Proven ability to make critical decisions independently without supervision
- Ability to work closely, cooperatively and build relationships with internal and external associates
- Excellent organization, time-management, administrative and computer skills (Word, Excel,)
- Attention to detail and a strong customer service focus are essential

#### ***Instructor Training (Paid)***

School Program		Summer Program	
Community Initiation	(½ Day)	St. John First Aid	(1 day)
Basic Cycling Skills	(1 day)	SFU Orientation	(5 day)
iRide Orientation/Quiz	(1 day)	iRide Summer Orientation	(2 day)

**Opportunities:** The iRide School Head Instructor will receive professional driver training with the goal of achieving their Class 4 driving certification no later than June 25th, 2020.