



CYCLING BC POSITION DESCRIPTION

Title: iRide School Head Instructor
Reports to: iRide Provincial Manager
Duration: May – August 2022

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
 - Zoom April 26+28 4pm-6pm “NCCP Community Theory”
 - Burnaby April 30 8am-5pm “NCCP Basic Cycling Skills”
 - Burnaby May 1 8am-3pm “iRide Orientation – outside!”
- Work
 - In-School May 3rd – June 24th (3-4 days a week)
 - Summer June 27th – August 14th (5 days a week)
 - Late Summer Aug 17th – August 26th (5 days a week) (Optional)

COMPENSATION

Training and workday compensation is \$20-\$22 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 Theory	(4 hr)	St. John First Aid	(1 day)
Basic Cycling Skills	(1 day)	iRide Summer Orientation	(3 day)
iRide Orientation/Quiz	(1 day)		

Opportunities: The iRide School Head Instructor may receive professional driver training with the goal of achieving their Class 4 driving certification, no later than June 25th, 2022, depending on summer camp programming.