



CYCLING BC POSITION DESCRIPTION

Title: HopOn Head Instructor
Reports to: HopOn Provincial Coordinator
Duration: May – July 2023 (potential August extension)

JOB SUMMARY

The HopOn Head School Instructor is responsible for the delivery of school, after-school, and summer camp programs offered by Cycling BC.

WORKING RELATIONSHIPS

The HopOn Head Instructor works with other HopOn instructors on-site and reports to the HopOn Provincial Coordinator for additional guidance and support.

KEY ACCOUNTABILITIES

On-Site:

- Instruction of school programs.
- Conduct bike safety and helmet checks prior to all sessions.
- Setup and instruct the program.

Equipment:

- Transporting HopOn equipment to learning venues.
- Report any mechanical issues with the HopOn rental bikes.
- Load & unload bike trailer and/or sprinter van.
- Ensure the equipment is properly cared for.

Administrative Tasks:

- Participate in a weekly conference call with other instructors and Cycling BC's Head of Coach Development – scheduled for Tuesdays at 7pm in-season (may be adjusted later).
- Submit a monthly 1-2 paragraph self-reflection to help the HopOn Coordinator identify areas for possible guidance and support.

COMMITMENT

Training

- HopOn Curriculum eLearning April, on-demand eLearning
- NCCP Theory and Practical Training April 27-30th, 2023 in Burnaby, BC

Work

- In-School Season May 2nd – June 23rd (3-4 days a week)
- Summer Season Training June 26th – June 30th (Burnaby)
- Summer Season July 3rd – July 28th (5 days a week)
- Optional August extension July 31st – Sept 1st (5 days a week)

○ [VIEW CALENDAR HERE](#)

COMPENSATION

Training and workday compensation is \$19.00-\$25.00 per hour.

A TYPICAL WORKDAY: Arrive at the event location, meet with school admin, unload bikes and set up courses. Instruct 4-6 classes each day.



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REQUIREMENTS

- 19 years or older.
- Fluency in English is required including oral, written, and public presentation skills.
- Clear Criminal Record Check and Vulnerable Sector Check.
- Competent and confident riding a bicycle and self-assess as a [HopOn Level 5 rider](#).
- Able to drive a vehicle (Class 5) and comfortable/interested in learning to drive a truck/trailer

QUALIFICATIONS

Education and Experience

- 2+ years in the sport of cycling or work experience related to child development.
- High-School Diploma, including mentorship experiences and working in teams.
- Post-secondary studies in kinesiology, education, or psychology are helpful.

Professional Abilities

- Proven ability to work collaboratively with community partners.
- Understanding of sponsor, media, brand, and community relations.
- Previous experience working in a fast-paced, multi-level, environment with emphasis on timelines and delivery.
- Proven capacity to fit within a not-for-profit culture and maximize available tools to create valuable experiences for participants.

Special Skills and Abilities

- Able to use technologies like Google Maps to prepare for a day's work in a new venue.
- Proficient administrative and computer skills (excel, PDFs) to submit work stubs and any necessary receipts for reimbursement.
- Excellent oral, written and communication skills to support your leadership role.
- Strong negotiation and presentation skills with children of all ages.
- Proven ability to make critical decisions independently without supervision.
- Ability to work closely, cooperatively and build relationships with internal and external associates (teachers, principals, and Cycling BC staff).
- Excellent time-management skills to ensure punctual arrival and efficiency while on-site.
- Attention to detail and a strong customer service focus are essential.