

# Cycling for All Coordinator

\$19/h

17 weeks

35 hours/week

Start May 1, 2024

End Aug 27, 2024

Closing date: April 28, 2024

**Summary of the role:** Working with other Cycling PEI staff and volunteers, the Cycling for All Coordinator will play a leading role in the organization and delivery of summer events and programming for people of all ages, genders, races, abilities and socio-economic backgrounds, including:

- Our Rigid Riders all-ages mountain biking club;
- Our HopOn kids cycling education program;
- Youth cycling festivals;
- Our Paracycling Program in partnership with PEI ParaSport & Recreation and CNIB-PEI;
- Other Recreational cycling events and initiatives.

Please note that most of the aforementioned programming involves working with children (primarily aged 6-12). NCCP coaching and related education will be provided, making this an ideal position for someone with an interest in coaching or instructing in any sport, or in careers in the domains of education or recreation generally.

This position is for 35 hours/week, for 12 weeks, and requires the ability to work flexible hours including evenings and weekends when activities are taking place.

**Location of work:** This position will require the employee to be on-site at events and activities. At other times, the employee has the option of performing most work from home and/or at the Cycling PEI office located at 40 Enman Crescent, Charlottetown.

**Tasks and responsibilities include:**

- Performing on-site and administrative coordination tasks to support the smooth organization of the Rigid Riders All-Ages Mountain Bike program at Brookvale, with weekly evening sessions from June through August;
- Working with our HopOn Coordinator, support the planning, organization and delivery of HopOn youth cycling mini-festivals and courses in school and community settings;
- Completing the training program required to become a qualified HopOn instructor;

- Coordinating preparations for CPEI-organized recreational cycling events such as group rides and clinics, including event promotion, volunteer coordination, handling inquiries, managing event registrations, and planning event logistics;
- Leading event set-up, management and follow-up activities;
- Supporting third-party organizers of CPEI-sanctioned recreational events (eg. PEI Gran Fondo), as required.

**Role requirements:**

- Possession of a valid driver's license and reliable access to a vehicle to get to race and activity locations (mileage is reimbursed)
- 18-29 years old and enrolled in school full-time in the current school year, with the intention to return to school full-time in the fall
- Ability to work well with groups of children and youth
- Intermediate+ cycling skills
- Reliable, well-organized and with good time management skills
- An ability to work independently
- Good written and verbal communication skills
- Ability to work collaboratively with staff and volunteers
- Facility with computer-based technologies (eg. Google Docs, email, online registration systems, etc)

The successful candidate will be required to undergo Cycling PEI's SafeSport screening process, including a Criminal Background Check.

**The following will be considered as assets:**

- Prior experience as a cyclist
- Prior experience with project or event management, volunteer coordination or similar organizing roles

**To apply, please email a resume and cover letter to Jordan Bober at [info@cyclingpei.org](mailto:info@cyclingpei.org).**