

## **JOB POSTING**

**POSITION TITLE:** Cycling Coordinator

**EMPLOYER:** BC Mobility Opportunities Society (BCMOS)

**PRIMARY WORK LOCATIONS:**

Pacific Spirit Park (Central Facility)

City and Regional Parks

**CONTACT NAME AND TITLE:**

Eric Molendyk, Program Manager

**SEND RESUMES TO** [eric@disabilityfoundation.org](mailto:eric@disabilityfoundation.org)

**EMPLOYER'S MAILING ADDRESS:** #110-2285 Clark Dr. Vancouver, BC V5N 3G8

**WEBSITE ADDRESS:** BCMOS.org; disabilityfoundation.org

## **JOB DESCRIPTION:**

Assist in delivering and implementing the day-to-day summer program activities of the BCMOS cycling program in a professional, safe and efficient manner. BCMOS clients are people with physical disabilities and our services are adapted to align with their requirements. BCMOS offers adapted cycles throughout the Lower Mainland.

## **DUTIES AND RESPONSIBILITIES:**

- Work with Program Manger to attain seasonal goals
- Schedule and book cycles for people with disabilities
- Greet and register all members
- Maintain safety procedures
- Research, organize, conduct, and lead cycles
- Organize and implement special destination cycles, and any other special events
- Provide orientation and training to disabled children and adults participating in the cycling program
- Train volunteers, ensuring they are fully acquainted with equipment and regulations
- Database management; i.e. track volunteers, clients, daily summaries etc.
- Prepare summer activity report for Program Manger
- Participate in staff meetings as requested
- Work with Volunteer Coordinator and Communications Coordinator to recruit new volunteers
- Provide input to our communications coordinator on the publication of newsletters
- Help with administration duties as needed (collecting fees, data entry, etc.).
- Other duties as required

## **QUALIFICATIONS:**

- **Physically fit**
- **A Canadian citizen and 18 years or older**
- **Wear a mask when asked by a client or supervisor to do so**
- Emergency first aid & Level A CPR required
- Must have a valid driver's license class 5
- Must be available to work weekends
- A background in wilderness/ cycling experience is an asset
- In a post-secondary program towards a related degree/diploma/certificate
- Strong in-person communication skills
- Good computer skills using PCs and software (MS Office)
- Solid organizational and time management abilities
- Ability to work independently, with minimal supervision or as part of a "team"
- Pass a vulnerable sector police check
- Experience working with people with disabilities an asset

**HOURLY RATE OF PAY:** \$18/hour and 35 hours/week 16 weeks - May 13th to Aug. 30th, 2024. Monday to Friday. Hours are 10 am – 6 pm.

Candidate must be between 18 and 30 and a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration & Refugee Protection Act.

