

## Job posting, External

**Job title:** Program Worker (Employment), Community Bicycle Hub  
**Classification:** A (Project Worker), Temporary  
**Compensation:** \$26.48-28.10 per hour  
**Hours:** 28 hours per week  
**Start / End Date:** October 25, 2021 to June 17, 2022  
**Reports to:** Project Manager, Sustainable Communities

**Posting Date:** October 12, 2021  
**Reference Number:** CLU-2021-18  
**Deadline to apply:** October 18, 2021, 5pm

To apply, submit your cover letter and résumé by email to the Office Manager at [jobs@culturelink.ca](mailto:jobs@culturelink.ca), quoting the reference number.

CultureLink is a settlement and community organization with 30 years' experience in developing and delivering services to meet the needs of diverse communities. **CultureLink works within an anti-oppression framework and is committed to equity. This is a bargaining unit position.**

### Job Summary:

The CultureLink Bike Hub provides free access to bicycle parts and tools, support from experienced bike mechanics, and workshops and training on bike repair. Funded by the City of Toronto as a Community Reduce and Reuse Program, the CultureLink Bike Hub fosters a culture of repair and reuse among residents who may be vulnerable and marginalized.

The Program Worker (Employment) will work with two bicycle mechanics instructors to deliver an 8 week paid training program to 16 participants at two sites, to prepare them for employment in the bicycle industry. The Program Worker (Employment) will be responsible for delivering employment-related program content and for coaching and mentoring participants one-on-one. At this time, work with bicycles and clients (2-3 days per week) is carried out in the Jane-Finch and Lawrence-Orton communities, while administrative work and program preparation (1-2 days per week) is completed at home or at CultureLink offices (Dundas-Bloor or Jane-Dundas), subject to public health requirements and CultureLink's COVID-19 policy.

All agency employees are also expected to support each other and to collaborate on agency-wide events.

### Duties

- Interview clients to obtain employment history, educational background and career goals
- Identify barriers to employment and assist clients with such matters as job readiness skills, job search strategies, writing résumés and preparing for job interviews
- Collect labour market information for clients regarding job openings, entry and skill requirements and other occupational information
- Assess clients' relevant skill strengths and needs
- Assist clients to sort out options and develop plans of action while providing necessary support and assistance
- Implement workshops and programs, including four 8-week paid training programs on bicycle assembly, maintenance and repair: two run November 1-December 24, two run January 17-March 11
- Meet with clients to assess their progress, give support and discuss any difficulties or problems
- Maintain program statistics

### Required Work Capacities

- Physical demands: sitting at a desk for computer work (50% of the workday) and meetings; lifting files and supplies (up to 10 kg); working in an open office
- Non-physical demands: travel for off-site meetings and presentations; occasional deadlines; variety of tasks
- Social/emotional demands: teamwork; relationship/network-building; exposure to emotional/confrontational situations; working closely with the public, participants and colleagues
- Cognitive/mental demands: attention to detail; self-supervision/autonomy; multitasking; organizational ability/time management, adaptability, sound judgement, effective written communication

### Qualifications

- Post-secondary diploma or degree in a relevant field, or a combination of education and experience
- Three years of community work experience
- Satisfactory Vulnerable Sector Screening within the past six months
- Fluency in languages other than English is an asset