

Job posting, External

Job title:	Program Worker, CultureLink Bike Hub
Classification:	A, Short Term Project Worker
Salary:	\$27.01 / hour
Hours:	35 hours per week
Start / End Date:	July 4 to August 26, 2022
Reports to:	Project Manager, Sustainable Communities
Posting Date:	June 15, 2022
Reference Number:	CLU-2022-19
Deadline to apply:	June 22, 2022, 5pm

To apply, submit your cover letter and resume by email to the Executive Assistant at jobs@culturelink.ca, quoting the reference number.

CultureLink is a settlement and community organization with 30 years of 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 project worker leads and carries out work to repair, refurbishment and distribution of hundreds of bicycles, recruits and trains volunteers, and markets the program in the community. At this time, work with bicycles and clients (4 days per week) is carried out in the Jane-Finch community, while administrative work and program preparation (1 day per week) is completed at home or at CultureLink offices (Dundas/Bloor or Jane/Dundas).

Duties

- Implement training workshops and programs
- Organize registration of participants, prepare programs and promotional material, and publicize events
- Co-ordinate volunteers
- Demonstrate and instruct bicycle riding skills
- Demonstrate and instruct basic bike maintenance techniques
- Inspect bicycles to determine the requirement for repair
- Perform routine maintenance on bicycles
- Enforce safety rules and regulations
- Maintain program statistics
- Support program team members and contribute to agency-wide initiatives
- Other duties as assigned by the supervisor

Required Competencies

- Physical demands: Standing (50% of every shift); sitting at a desk for computer work (50% of the workday) and meetings; lifting from floor (20 lbs); handling tools/objects requiring strong arm grip; use of gloves and eye protection is required in some cases;
- Non-physical demands: travel between worksites; occasional deadlines; variety of tasks
- Social/Emotional demands: teamwork; relationship/network-building; exposure to emotional/confrontational situations; working closely with the public, with clients and with colleagues
- Cognitive/mental demands: attention to detail; self-supervision/autonomy; multitasking; organizational ability/time management, adaptability, sound judgement, effective written communication

Qualifications

- Post-secondary program or degree in a relevant field
- Completion of a training program or comparable work experience in bicycle mechanics
- Emergency First Aid / CPR certification (can be provided by the employer to an otherwise successful candidate)
- CAN-BIKE Instructor or CAN-BIKE Level 4 (formerly "CAN-BIKE 2") certification (can be provided by the employer to an otherwise successful candidate)
- Three years of community work experience

- Fluency in languages other than English is an asset
- Strong oral and written communication skills in English
- Facility using digital outreach tools and social media (i.e. Instagram, Facebook, Twitter)
- Competency in Word, Excel, Outlook, and Internet
- Enhanced vaccine certificate showing proof of full vaccination against COVID-19
- Satisfactory Vulnerable Sector Screening within the past six months
- Legally entitled to work in Canada