

Job posting, External

Job title: Program Worker, CultureLink Bike Hub
Classification: A, Short Term Project Worker
Salary: \$28.66 - \$30.41 per hour
Hours: 35 hours per week
Start / End Date: Asap to March 31, 2025
Reports to: Project Manager, Sustainable Communities
Posting Date: March 27, 2024
Reference Number: CLU-2024-12
Deadline to apply: April 4, 2024

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 35 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 program worker recruits and trains volunteers and residents; leads on the repair, refurbishment and distribution of hundreds of bicycles; markets the program in the community; maintains documentation; and reports on clients and services. The work with clients takes place within the Jane-Finch community, while administrative work and program preparation is completed at CultureLink offices (Dundas/Bloor or Jane/Dundas). Some evening and weekend work is required.

Maintaining positive relationships with partners and CultureLink colleagues is essential to program success. All agency staff are also expected to support each other and to collaborate on agency-wide initiatives.

Duties

- Implement training workshops and programs on bike mechanics and bike maintenance;
- Demonstrate and instruct bicycle riding skills;
- Perform routine maintenance on bicycles;
- Manage bike part inventory;
- Organize registration of participants, prepare programs and promotional material, and publicize events;
- Enforce safety rules and regulations;
- Maintain program statistics, report services and outcomes using the OCMS database and other tools
- Support program team members and contribute to agency-wide initiatives;
- Other duties as assigned by manager.

Required Competencies

- Physical demands: Standing (70% of every shift); sitting at a desk for computer work (30% 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; some evening and weekend work;
- 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;

- Experience with bike 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 and Canva);
- Competency in Word, Excel, Outlook, and Internet;
- Satisfactory Vulnerable Sector Screening within the past six months;
- Must be authorized to work in Canada