

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

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:

- x Work with Program Manger to attain seasonal goals
- x Schedule and book cycles for people with disabilities
- x Greet and register all members
- x Maintain safety procedures
- x Research, organize, conduct, and lead cycles
- x

Participate in staff meetings as requested

- x Work with Volunteer Coordinator and Communications Coordinator to recruit new volunteers
- x Provide input to our communications coordinator on the publication of newsletters
- x Help with administration duties as needed (collecting fees, data entry, etc.).
- x Other duties as required

QUALIFICATIONS:

- x **Physically fit**
- x **A Canadian citizen and 18 years or older**
- x **Wear a mask when asked by a client or supervisor to do so**
- x Emergency first aid & Level A CPR required
- x 0XVW KDYH D YDOLG GULYHU¶V OLFHQVH FODVV
- x Must be available to work weekends
- x A background in wilderness/ cycling experience is an asset
- x In a post-secondary program towards a related degree/diploma/certificate
- x Strong in-person communication skills
- x Good computer skills using PCs and software (MS Office)
- x Solid organizational and time management abilities
- x Ability to work independently, with minimal supervision or as part of a "team"
- x Pass a vulnerable sector police check
- x 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.