



Capital Bike

Become a Bike Education Instructor

Join us in educating and inspiring the next generation of cyclists. Do you believe in the benefits of biking and sharing your knowledge and experiences with others? Are you passionate about teaching and want to apply this to the world of safe cycling? **We encourage you to apply!**

We look forward to reading about your relevant skills in a resume and cover letter. Email it to educationmanager@capitalbike.ca. Please include the following information:

1. How you found out about the position
2. Your typical weekday availability for the upcoming season, and how a seasonal position is a good fit for you
3. **Confirm availability for the upcoming pre-season Instructor Training Course, September 19-21, 2024**
4. Subject line: ERG45 Bike Instructor
5. File name convention: ERG45_Firstname_Lastname

Application Deadline for Fall 2024 season: Sept. 10, 2024

You're well suited to apply if you

- Believe in the benefits of cycling for individuals, communities, and the environment.
- Value the right to cycle amongst all ages and abilities.
- Enjoy teaching children primarily aged 8-14, using enthusiasm, professionalism, and patience.
- Feel confident on your bike whether riding in vehicle traffic or wetter weather.
- Adapt well to different audiences, locations, coworkers, weather, and unforeseen changes.
- Appreciate teamwork and can lead or work in a team to accomplish a common goal.
- Enjoy working outside in various weather conditions.
- Are organized and on time, available from September – November.

Bonus points if you have

- Led education programs in the past for groups of children or adults ranging in size from 10 to 25.
- Basic bike maintenance knowledge or professional experience.
- A driver's licence valid in B.C and feel comfortable driving a truck/trailer or full-size cargo van.

You'll also need

- Reliable access to a bicycle and an approved helmet that fits.
- Clear Criminal Record Check for the vulnerable sector.
- Legal authorization to work in Canada.
- English fluency.
- Ability to lift 50 pounds for work.
- Standard First Aid & CPR-C certification or equivalency, or a willingness to obtain (note: this course is more comprehensive than, and not equivalent to, Emergency First Aid or Occupational First Aid Level 1).

Position Introduction

Capital Bike is seeking engaging, professional, and enthusiastic Instructors for its Everyone Rides Grades 4 and 5 (ERG45) in-school bike education program. Reporting to the Education Manager, ERG45 Instructors deliver the region's largest cycling education program, train thousands of elementary students each year from Sooke to Salt Spring Island to Shawnigan Lake. Through a 60-minute in-class workshop led by one instructor and a 90-minute on-bike session led by four instructors, delivered over two days, instructors teach kids the knowledge, skills and confidence to view cycling as a form of active transportation, to school and around their neighbourhood.

Roles and Responsibilities

- **Teach bike safety:** Lead both classroom presentations and outdoor practical on-bike lessons at elementary schools throughout the CRD in a safe, engaging and professional manner
- **Encourage cycling:** Motivate a diverse range of youth to see cycling as a viable mode of transportation.
- **Set up and take down equipment:** Load and unload equipment (bikes, helmets, program materials, etc.) from trailer and set it up on school grounds for each outdoor bicycle safety lesson.
- **Oversee safety and risk management:** adhere to Capital Bike safety policies while on school grounds during instruction, set/up take down, and while transporting equipment on and off school property.
- **Be Prepared:** Take advantage of paid training and resources to become comfortable and confident with the curriculum and details of the ERG45 program; arrive at each school punctually with required materials.
- **Communicate with all staff:** While at ERG45 programs, Instructors are relied upon to work as a team to deliver professional instruction. They work with school staff to set up in-class and on-bike lessons.

Mandatory Instructor Training Requirements (Paid)

- Successful completion of Adult Bike Skills 1-day course.
- Successful completion Learn2Ride Cycling 2-day Instructor Training course.
- **Training dates are Sept 19-21, 2024.**

Pay

- ERG45 Instructors will be paid \$27/hour, with annual pay increases for returning Instructors up to \$30/hour.

Diversity, Equity, and Inclusion

Capital Bike seeks to improve the diversity of our workforce by focusing on equity, and a culture of inclusion. We are actively engaging an increasingly diverse cycling community to bring cycling to equity deserving communities. We openly welcome applications from people from all walks of life, especially those from traditionally under-represented groups including persons with disabilities.

Position Summary

ERG45 Instructors work on a seasonal basis in line with the fall and spring school terms: September to early November and April to June. This is a flexible, part-time position with Instructors choosing to work 2-4 days/week, up to approximately 22 hours/week. The number of shifts may vary from week to week depending on an Instructor's availability, programming needs, and school holidays. Typical work hours are 9:00am to 2:30pm for in-class days and 7:50am-2:30pm for on-bike days, with variations according to school bell schedules and travel times. ERG45 Instructors work entirely on-site at elementary schools throughout the Capital Region and can expect some early morning start times to arrive and set up in advance of the program. Instructors may occasionally be required to pick up or return in-class materials to the Capital Bike office located at 1034 Hillside Ave. Instructors are independent contractors and are required to report income to CRA directly; Capital Bike will not issue a T4 or other income tax forms.

About Capital Bike

Capital Bike is a Registered Charity whose mission is to help to get more people biking, more places, more often in the Capital Region. The organization is overseen by a volunteer Board of Directors. We have a small team of full-time, part-time staff, and hundreds of volunteers who bring our programs to life. Through events and education, we help more people travel by bike leading to healthier, happier, and more connected communities.

For more information about the organization visit www.CapitalBike.ca