



# Capital Bike

## Become a Bike Education Instructor

Join us in educating and inspiring all ages of cyclists. Capital Bike has two streams of bike education: school programs and Bike Smart community programs. Instructors can train to instruct either or both.

Do you believe in the benefits of biking and sharing your knowledge and experiences with kids, youth, newcomers, adults, and seniors? 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, including the following information:**

1. How you found out about the position.
2. Your typical weekly availability for the upcoming busy season (April – June), and how a flexible, part-time, seasonal position is a good fit for your schedule.
2. Visit [ibikesmart.ca](http://ibikesmart.ca) to learn about our bike education programs AND specify in which course you are interested.
3. Confirming your availability for necessary (depending on suitability/availability) pre-season Instructor Training Courses, 10-14 March 2025.

**Apply early as interviews will be scheduled before the posting closes.**

Please combine these documents into one .PDF document if possible, and name the file using the following convention: BikeEd\_Firstname\_Lastname.pdf

Email this document to [educationmanager@capitalbike.ca](mailto:educationmanager@capitalbike.ca) with the subject 'BikeEd Instructor'

**Application Deadline for Spring 2025 season: 9:00 AM, Monday, 24 February, 2025**

**You are 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**, including children, youth, and adult learners – using enthusiasm, professionalism, and patience.
- **Are confident on your bike and/or e-bike** on many types of routes, traffics situations, and weather conditions.
- **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.
- **Can work independently** delivering high quality education with minimal to no supervision.
- **Are organized, reliable, and punctual.**
- **Are looking for flexible, part-time, seasonal work.**

### **Bonus points if you have:**

- **Led education programs** for children or adults in groups of 10 to 25.
- **Basic bike maintenance** knowledge or professional experience.
- **Access to an e-bike.**
- **A driver's licence** valid in B.C and access to a vehicle capable of transporting a bike.
- **French** fluency or functional fluency.

### **Instructor Training Requirements** (depending on suitability/availability):

- Adult Bike Skills course, 10 March 2025
- Learn2Ride Cycling Instructor course, 11-12 March 2025
- Ride the Road Cycling Instructor course, 13 March 2025
- Bike Smart Community Bike Instructor course, 14 March 2025

### **You will also need:**

- Clear Criminal Record Check for the vulnerable sector
- Standard First Aid & CPR-C certification, or willing to obtain
- Reliable access to a bicycle and helmet, both in good working order
- Legal authorization to work in Canada
- English fluency
- Ability to lift 50 pounds for work

### **Position Summary**

As a Bike Instructor you are an integral part of Capital Bike's education programming and report to the Education Manager.

Courses we teach include:

- Everyone Rides Grades 4/5,
- Ride the Road Grade 6/7
- Bike Smart Community Courses for Children and Adults (including adult e-bike)

Learn more about our programs at [ibikesmart.ca](http://ibikesmart.ca).

Our programs operate seasonally from March to November with a focus during the busy spring and fall school terms: April to June and September to November. This is a flexible, part-time position with typically 2-4 shifts per week during the busy season, up to approximately 22 hours per week. The number of shifts can vary from week to week depending on an instructor's availability, programming needs, and holidays. Typical work hours are 9:00 am to 2:30 pm for in-class days and 7:45 am-2:30 pm for on-bike days. Travel time varies by location with some earlier mornings. Instructors will pick up and return in-class materials at the Capital Bike office (1034 Hillside Ave., Victoria, BC) at the beginning and end of the season.

**Everyone Rides Grades 4-5 (ERG45)** is the largest cycling education program in the region, delivering the Learn2Ride curriculum since 2020 to thousands of students at 35+ elementary schools each year throughout the Capital Region and beyond, from Sooke to Salt Spring Island to Cowichan Bay. Instructors work individually and in small teams to deliver ERG45 courses over two days: a 60-minute in-class workshop and a 90-minute on-bike session on the school grounds.

**Ride the Road (RTR67)** is an immersive active travel course for grade 6-7 students. It incorporates hands-on activities to build cycling and pedestrian confidence regardless of students' incoming skill levels. Capital Bike is excited to introduce this program to the Capital Region following a successful pilot in 2023. Courses are delivered over four days: engaging in-class workshops to explore the benefits of active travel and road safety; a school ground session to practice bike handling control and skills; and a short pre-planned ride around the neighbourhood giving students the opportunity to apply their new skills and knowledge into practice.

**Bike Smart** encompasses Capital Bike's community bike education programs, with courses for kids, youth, and adults. With growing and sustained popularity of e-bikes, Capital Bike will be providing specific training for instructors to teach e-bike safety courses. Instructors work at sites across the Capital Region including recreation centres, workplaces and locations as determined by our program partners. Community courses are typically 3-5 hours in duration and are usually offered on weekends from March to November. Workplace workshops are scheduled during weekdays. During the summer months, evenings provide opportunities for guided community rides and other specialty programming.

**To be eligible for hire, you must be able to commit to a minimum of four courses over a season.** Instructors are responsible for travel to and from course location, including transporting a 'course kit' that may include a laptop and projector, first aid kit, set of small cones, and other items.

#### **Roles and Responsibilities:**

- **Provide high-quality bike education:** Lead in class presentations, outdoor practical on-bike lessons, and short pre-planned neighbourhood rides within the Capital Region and beyond in a safe, engaging, and professional manner.
- **Be an ambassador of Capital Bike:** Motivate all riders to see cycling as a normal way to get around and support Capital Bike's position of being pro-cycling not anti-car. Always follow the rules of the road.
- **Provide appropriate, specific, constructive feedback** to course participants.
- **Set up and take down equipment:** Prepare inside and outside spaces for instructional activities, including loading and unloading equipment (bikes, helmets, program materials, etc.) from trailer.
- **Oversee safety and risk management:** Adhere to Capital Bike safety protocols while setting/up taking down, during instruction time, and while transporting equipment on and off school property and other job sites. Adhere to site-specific safety policies, for example, at recreation centres.
- **Be Prepared:** Become knowledgeable and confident with course curricula, materials, and other program details. Arrive on-site punctually with required materials.
- **Communicate with staff and instructors:** Instructors are relied upon to work individually and as a team to deliver high quality instruction. Instructors work with school and organization staff to set up in-class and on-bike lessons. Instructors also provide key insight into the challenges, successes, incidents, along with physical documents to other instructors and Bike Education staff team.

#### **Job Benefits:**

1. **Comprehensive up-front training**
2. **Living Wage compensation**, \$27 per hour
3. **Valuable teaching experience** for aspiring teachers, both in the classroom and outdoors.
4. **Friendly and supportive co-workers** with shared passions.
5. **Further training opportunities such as ride marshalling for** Capital Bike's community rides.

## **About Capital Bike**

We are a non-profit charity, overseen by a volunteer Board of Directors. We aim to get more people biking, more places, more often in the Capital Region. Through events, education, and advocacy, we work to get more people travelling by bike leading to healthier, happier, and more connected communities. We have a small team of full-time, part-time staff, instructors 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.

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 those who self-identify as: Indigenous people, women, members of racialized communities, cultural or ethnic minority group members, persons with disabilities, those among the 2SLGBTQI+ communities, and more.

For more information about the organization visit [CapitalBike.ca](https://CapitalBike.ca)

Capital Bike acknowledges and respects the unceded territories of the ləkʷəŋən and W̱SÁNEĆ nations where we work and ride.