



The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, and representing collective interests on a diverse range of issues such as public transit, housing, student rights and the accessibility of education. In addition, we offer numerous services and programs such as the universal bus pass, health and dental plan, and a Student Help and Advocacy Centre.

BIKE CENTRE REPAIR COORDINATOR

The Bike Centre is a do-it-yourself bike repair centre. It seeks to empower student cyclists by teaching them how to repair their bikes (through volunteers, workshops, and the help of volunteers) and by raising awareness of cycling and cycling initiatives for the Guelph community. The Bike Centre is fully stocked with all the tools, fluids, equipment, and knowledge needed to keep your bike working safely. We are open to all members of the campus community regardless of skill level.

The Repairs Coordinator is primarily responsible for acting as a resource around bike repairs and maintenance. This includes being present in the Bike Centre for shifts and office hours, in addition to running bicycle repair workshops each semester.

Term	May 1 to July 27, 2018, 13 weeks September 2 to November 30, 2018, - 13 weeks January 7 to March 29, 2019 - 12 weeks Total of 38 Weeks
Hours	Summer – 7 hours per week, Fall – 10 hours per week, Winter – 7 hours per week, 305 hours total
Wages	\$4,882 (includes vacation pay)
Immediate Supervisor	Bike Centre Coordinator
Executive Supervisor	Vice President Student Experience

TRAINING AND TRANSITION:

- Required to attend the full day CSA Transition Training Day for all incoming and outgoing staff members on Saturday, April 7
- Mandatory full day Staff Training prior to the start of the contract, as well as other Training sessions/workshops scheduled by the Policy & Transition Manager covering topics related to conflict resolution, inclusivity, relationship building, CSA policy and bylaws, Health and Safety, etc.
- Required to receive 5 hours of one-on-one training at minimum wage from the outgoing Bike Centre Repair Coordinator
- Required to provide 5 hours of one-on-one training to the incoming Bike Centre Repair Coordinator prior to the end of this contract
- Required to create /update your Transition & Operating Manual to be submitted to the Policy & Transition Manager prior to the end of your contract
- Required to sit on the Bike Centre Repair Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor.

JOB DESCRIPTION:

- Report to Bike Centre Coordinator
- Teach and assist basic bicycle mechanics during shop hours
- Uphold the existing Bike Centre mandate
- Maintain approximately 5 office hours per week, to be held in the Bike Centre
- Maintain a digital, bi-weekly activity log of hours and duties completed to be submitted to your Immediate & Executive Supervisor upon request
- Meet with your Executive Supervisor as requested

- Be available to promote the Bike Centre during the CSA Services tabling hours of 11 am and 2pm on the first two days of Fall and Winter bus pass distribution (September 6 & 7, 2018 and January 10 & 11, 2019)
- Work with the Bike Centre Coordinator to organize restocking of the Bike Centre inventory, including, but not limited to, new tools, fluids, and items for related sales
- Design and facilitate at least three (3) bicycle workshops a semester
- Teach cycling related skills such as basic mechanics, theft prevention, and seasonal maintenance in workshops and on a drop-in basis
- Clean and organize the shop before and after hours with the guidance of the Bike Centre Coordinator
- Help support Bike Centre volunteers with the work they carry out and support the Bike Centre Volunteer Coordinator as needed
- Be flexible, especially with respect to hours worked per week. Be prepared to spend additional hours per week in preparation for various events and fewer hours at other times throughout this contract.
- Work with the Bike Centre Coordinator to explore new Bike Centre programs
- Assist Bike Centre Coordinator and other staff when required

Qualifications:

- In depth knowledge of bicycle repair and maintenance is required
- Strong understanding of, and commitment to, diversity and inclusion
- Good communication skills
- Experience teaching and delivering educational workshops
- Organizational abilities, multitasking and ability to prioritize are a must
- Dedicated and reliable
- Strong enthusiasm for cycling/ cycling related issues
- Proactive in regards to creative problem solving
- Ability to work independently

Deadline for applications is Friday, February 16, 2018 at 12:00 PM (noon)

Resumes and Cover letters should be submitted online through the CSA application process found at <http://www.csaonline.ca/jobs>

For a complete copy of the CSA Hiring Policy, visit <https://csaonline.ca/about/bylaws-policies>. The CSA hiring policy is found in Appendix D of the Policy Manual, Section 4.0.

The CSA is committed to employment equity and to the creation of a working environment that is welcoming for all applicants. We particularly encourage applications from women, Aboriginal peoples, persons with disabilities, racialized people, international students and members of Queer communities.

The Central Student Association welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. To arrange accommodations please contact csamain@uoguelph.ca.