



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 VOLUNTEER 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 Volunteer Coordinator is responsible for the management and recruitment of volunteers. Duties includes, scheduling volunteers, organizing volunteer training and coordinating volunteer appreciation initiatives. The Bike Centre relies heavily on volunteers in order to be able to stay open and get various projects accomplished.

Term	May 1 to September 1, 2018, 18 weeks September 2 to December 7, 2018, 14 weeks January 7 to April 5, 2019, 13 weeks Total of 45 Weeks
Hours	Summer – 7 hours per week Fall & Winter – 10 hours per week, 396 hours total
Wages	\$6,079 (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/anti-oppression, relationship building, CSA policy and bylaws, Health and Safety, etc.
- Required to receive 6 hours of one-on-one training at minimum wage from the outgoing Bike Centre Volunteer Coordinator
- Required to provide 6 hours of one-on-one training to the incoming Bike Centre Volunteer 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 Volunteer Coordinator hiring committee as the staff member, unless directed otherwise by your Executive Supervisor

JOB DESCRIPTION:

- Report to the Bike Centre Coordinator
- Maintain office hours in the Bike Centre, approximately 5 hours in the summer and 8 hours in the fall/winter
- Maintain a digital, bi-weekly activity log of hours and duties completed to be submitted to your Immediate & Executive Supervisor, as requested
- Meet with your Executive Supervisor as requested

- Uphold the existing Bike Centre mandate
- 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.
- Actively seek out and advertise to the student body and Guelph community volunteer opportunities at the Bike Centre
- Promote to the student body Bike Centre events and volunteer opportunities
- 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)
- Maintain Facebook volunteer group
- Meet and work with the Promotional Services & Graphic Designer to create promotional material for volunteer recruitment, Womyn & Trans Night and other events
- Organize training sessions and workshops for new and old Bike Centre volunteers depending on their needs
- Ensure all volunteers complete inclusivity/anti-oppression training, by either accessing such training through the CSA or other groups or organizing training sessions as approved by the President and/or the Policy & Transition Manager
- Collaborate with the Bike Centre Coordinator to update and work toward developing a Bike Centre procedures and policies, including ones specifically pertaining to volunteers
- Be the primary liaison for Bike Centre volunteers, appropriately address volunteer concerns, and organize volunteer socials
- Encourage and support volunteers to work collectively and productively
- Work with the Bike Centre coordinator(s) to run orientation week events and prepare the Bike Centre for the fall semester
- Help organize and advertise Bike Centre events, services and workshops throughout the year to the student body including Orientation Week
- Manage/maintain the Bike Centre listserv and Bike Centre weekly email
- Maintain Womyn and Trans Night at least once per month
- Work with the coordinator to explore new Bike Centre programs
- Assist Bike Centre Coordinator and other staff when needed
- Assist the Bike Centre Coordinator to prepare a year-end report to the Board of Directors for the last board meeting of the year

QUALIFICATIONS:

- Strong understanding of, and commitment to, diversity and inclusion
- Excellent communications skills
- Good organization and time management skills
- Some volunteer management experience and skills
- Dedication and commitment
- Ability to work independently.
- Basic knowledge and skills around bicycles and repair is required
- General knowledge of the CSA and how it runs

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 a 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.