The Central Student Association (CSA) is the undergraduate student association at the University of Guelph. We advocate on behalf of our membership, representing their 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 Bullring Café, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing, and promotional services.

BIKE CENTRE 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 and by raising awareness of cycling and cycling initiatives in the Guelph community. The Bike Centre provides tools, fluids, equipment, knowledgeable staff and (when circumstances permit) volunteers to keep your bike working safely. The Bike Centre is open to all University of Guelph students regardless of skill level. It is important that the Bike Centre Coordinator be flexible and prepared to modify operations to comply with changing Public Health Regulations and University of Guelph COVID-19 protocols.

The Bike Centre Coordinator, together with the support of the Bike Centre Assistant, is responsible for the overall management of the Bike Centre. Internally, they are responsible for the management of the physical space, maintenance of the appointment scheduling program, as well as purchasing supplies and equipment for the Bike Centre.Externally, this includes actively promoting the Bike Centre to the student body, acting as primary liaison for the Bike Centre, and making the Bike Centre an inclusive and accessible space. As a staff member, the Bike Centre Coordinator must uphold and support the CSA’s Mandate and Approach and work towards the overall success of the CSA and the Team as we serve our members.

<table>
<thead>
<tr>
<th>Term</th>
<th>August 19, 2022 to April 28, 2023, with opportunity to renew for one year Paid scheduled vacation during Bike Centre closure from December 19 to January 6, 2023 Total of 36 Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours</td>
<td>35 hours per week, 1260 hours total Hours to be completed on-site at the Bike Centre four weekdays per week, except where off-site work is required. Hours for Day 5 may be on-site or remote. Average hours per week may vary based on programming and time of the year.</td>
</tr>
<tr>
<td>Pro-rated Salary</td>
<td>$25,037 (Annual salary equal to $36,157)</td>
</tr>
<tr>
<td>Executive Supervisor</td>
<td>Vice President External</td>
</tr>
</tbody>
</table>

TRAINING AND TRANSITION:

- Required to complete the following online training modules:
  - Workplace Health & Safety
  - WHMIS
  - Anti-Oppression
  - Accessible Service Provision
  - Covid Infection, Prevention and Control Awareness
- Required to attend the following in-person training modules:
  - CSA Staff Orientation
  - Workplace Violence & Harassment
  - Conflict Resolution
Throughout the term of employment, required to update the Bike Centre Operating Manual and submit an electronic copy of the updated version, with tracked changes, to the Office Manager and the Policy & Transition Manager prior to the end of the contract

• Required to provide 15 hours of one-on-one training to the new incoming Bike Centre Coordinator prior to the end of this contract

• May be required to participate on the Bike Centre Coordinator’s hiring committee as directed by your Executive Supervisor

JOB DESCRIPTION:

GENERAL RESPONSIBILITIES:

• Act as the Team Leader and offer support to the Bike Centre Assistant

• Develop and maintain a regular schedule of operations for the Fall and Winter semesters in collaboration with your supervisor to include one early opening and one late closure per week

• Ensure the Bike Centre is open for appointments four weekdays per week, with primary availability during the daytime

• Ensure the Bike Centre runs smoothly, effectively and operates in a safe and inclusive manner

• Maintain a digital time log (stored on your G:drive) to be available for review by your supervisor and the Business Manager on a biweekly basis (Friday of a pay week)

• 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

• Meet with your Executive Supervisor at least once a month, and as requested

• Ensure that the Bike Centre space is well maintained, organized, safe and tidy and always respectful and aware of the shared space with the Student FoodBank and neighbours

• Ensure the Bike Centre repair inventory is consistently up to date

• Explore new technologies, equipment, and initiatives to improve the Bike Centre, when required

• Ensure the continuation and promotion of Rainbow Bike Workspace

• Prepare reports for the Board of Directors as requested

FINANCIAL:

• Manage the Bike Centre budget with the support of the Business Manager, including the submission of funding and solicitation proposals as necessary

• Attend 2 budget meetings per semester with the Business Manager

• Manage cash sales and donations with the support of the Business Office

SHOP RESPONSIBILITIES:

• Maintain scheduling program used by students to book their appointment lengths and appointment types; accessibility and special request information inputted by students shall be reviewed by the coordinator prior to the appointment

• During shop hours, supervise students repairing as well as maintaining their bicycles and teach cycling related skills such as safety, basic mechanics, theft prevention, and seasonal maintenance

• Manage Bike Centre inventory, including, but not limited to, tools, fluids, and items for related sales

• In preparation for the Annual Spring in March, ensure the inventory of bicycles is signed off and in good and safe operating condition

• Ensure the shop is cleaned and organized before and after hours

• When circumstances permit, support Bike Centre volunteers with their work and as needed

PROMOTION & EVENT PLANNING:

• Work with the Promotional Services & Graphic Design (PS&GD) Coordinator to ensure promotions and outreach are in line with the CSA’s branding package

• Celebrate and promote the Bike Centre Birthday on September 21st
• Where possible, support the University of Guelph’s Sustainability campaigns, such as Car-Free Day and Bike-to-Work Day
• Promote Bike-to-Work Day in February
• Oversee and facilitate the planning and execution of the annual bike auction held during Sustainability Week (March)
• Actively promote the Bike Centre to the student body
• Serve as the primary liaison with campus departments, representatives, and advocacy groups within the greater Guelph community regarding the Bike Centre (such as GQE, GCAT and police services)
• Work to ensure two workshops are held per semester on bike repair and general bike maintenance for students
• Meet and work with the PS&GD Coordinator to create promotional material for events, campaigns, and initiatives and ensure the Bike Centre pages on the CSA website are updated

QUALIFICATIONS:
• Be available to work all contract hours during Bike Centre hours of operation
• In-depth knowledge of bicycle repair and maintenance
• Excellent organization and time management skills
• Excellent communication skills
• Experience teaching and delivering educational workshops
• Familiarity with the University of Guelph and the Guelph community
• Excellent knowledge of budgeting and resource management
• Experience working in a team environment
• Ability to work independently with minimal supervision
• Strong understanding of, and commitment to, inclusivity
• General knowledge of the CSA and its operations is an asset

Deadline for applications is Wednesday, August 17, 2022, at 12 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 C 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.

New hires who require an Accommodation Plan must request a meeting with either the Business Manager or the Office Manager (CSA HR Support Team) prior to the hire date specified in the employment contract. This meeting will be confidential and specific to the individual’s needs.