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 Bullring, universal bus pass, health and dental plan, Bike Centre, Clubs, Student FoodBank, SafeWalk, Student Help and Advocacy Centre, printing and promotional services.

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 and by raising awareness of cycling and cycling initiatives for the Guelph community. The Bike Centre provides tools, fluids, equipment, and knowledgeable staff and volunteers to keep your bike working safely. The Bike Centre is open to all members of the campus community regardless of skill level.

The Repairs Coordinator is primarily responsible for acting as a resource around safe bike repairs and maintenance. This includes being present in the Bike Centre for shifts and office hours, running bicycle repair workshops each semester, and assisting with management of the repairs of the bicycles in inventory, particularly in preparation for the annual Spring Auction in March.

| Term                          | May 5 to August 31, 2020, 17 weeks  
|                              | September 1 to December 18, 2020, 16 weeks  
|                              | January 11 to April 16, 2021, 14 weeks  
|                              | Total of 47 weeks  
| Hours                        | Summer - 7 hours per week  
|                              | Fall & Winter - 10 hours per week, 419 hours total  
|                              | (average hours vary from week to week)  
| Wages                        | $6,704 (includes vacation pay)  
| Team Leader                  | Bike Centre Coordinator  
| Executive Supervisor         | Vice President External  

TRAINING AND TRANSITION:

- Required to attend the full day CSA Transition Training Day for all incoming and outgoing staff members on Saturday, March 28, 2020
- Required to attend other training sessions/workshops scheduled by the CSA Office Manager covering topics related to conflict resolution, inclusion, Health and Safety, etc.
- Throughout the term of employment, required to update sections of the Bike Centre Operating Manual that pertain to this position in consultation with the Bike Centre Coordinator
- Required to receive up to 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 new incoming Bike Centre Repair Coordinator prior to the end of this contract
- May be required to participate on the Bike Centre Repair Coordinator’s hiring committee as directed by your Executive Supervisor

JOB DESCRIPTION:

GENERAL RESPONSIBILITIES:

- Support the Bike Centre Coordinator’s role as Team Leader, by ensuring the Bike Centre is operating smoothly and effectively
- Ensure the Bike Centre operates in an inclusive manner
• Hold a minimum of six (6) onsite hours per week during the summer semester
• Hold eight to ten (8-10) onsite hours per week during the fall and winter semesters
• 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
• Participate in weekly team meetings as coordinated by the Bike Centre Coordinator
• Ensure the Bike Centre space is well maintained, organized, safe, tidy and always respectful and aware of the shared space with the Student FoodBank and neighbours
• Collaborate with the Bike Centre staff to update the Bike Centre Operating Manual, specifically the sections that pertain to this position
• Support the Bike Centre staff to ensure weekly Rainbow Bike workspace
• Assist Bike Centre staff when needed

PROMOTION & EVENTS:
• Work with Bike Centre staff to run orientation week events, celebrate the Bike Centre birthday on September 21st, assist with Car-Free Day on September 22nd, and Winter Bike-to-Work Day in February
• Work collaboratively with Bike Centre staff and assist in the planning and execution of the annual bike auction held during Sustainability Week (March)
• Design and facilitate at least three (3) bicycle how-to workshops per semester

SHOP RESPONSIBILITIES:
• During shop hours, teach cycling related skills such as safety, basic mechanics, theft prevention, and seasonal maintenance on a drop-in basis
• 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
• Work with the Bike Centre Coordinator to manage repairs of the bicycle inventory, in preparation for the annual Spring Auction in March
• Clean and organize the shop before and after hours together with Bike Centre staff
• Help support Bike Centre volunteers with the work they carry out and support the Bike Centre Volunteer Coordinator as needed
• Work with the Bike Centre staff to explore new Bike Centre programs

QUALIFICATIONS:
• In depth knowledge of bicycle repair and maintenance is required
• Strong attention to detail and safety
• Strong understanding of, and commitment to, diversity and inclusion
• Strong enthusiasm for cycling and cycling culture
• Good communication skills
• Experience teaching and delivering educational workshops
• Organizational abilities, multitasking and ability to prioritize are a must
• Dedicated, reliable and team oriented
• Ability to work independently

Deadline for applications is Wednesday, February 26, 2020 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 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.