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 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 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. 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 include 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.

<table>
<thead>
<tr>
<th>Term</th>
<th>May 5 to August 31, 2020, 17 weeks</th>
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<tbody>
<tr>
<td></td>
<td>September 1 to December 18, 2020, 16 weeks</td>
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<td>January 11 to April 16, 2021, 14 weeks</td>
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<td>Total of 47 Weeks</td>
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<tr>
<th>Hours</th>
<th>Summer - 7 hours per week</th>
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<tr>
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<td>Fall &amp; Winter - 10 hours per week, 419 hours total</td>
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<td>(average hours vary from week to week)</td>
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</table>

| 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 an additional staff training day and other training sessions/workshops scheduled by the 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 Volunteer Coordinator
- Required to provide 5 hours of one-on-one training to the new incoming Bike Centre Volunteer Coordinator prior to the end of this contract
- May be required to participate on the Bike Centre Volunteer 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)
- Assist the Bike Centre Repair Coordinator as needed, in running regular workshops on bike repair and general bike maintenance
- Meet and work with the CSA Graphic Designer to create promotional material for volunteer recruitment and other events
- Work with the Bike Centre staff to explore new Bike Centre programs

**VOLUNTEER RECRUITMENT & MANAGEMENT:**
- Actively seek out and advertise to the student body volunteer opportunities at the Bike Centre
- Promote to the student body Bike Centre events and volunteer opportunities
- Organize training sessions for active Bike Centre volunteers
- In collaboration with the Bike Centre Coordinator, ensure volunteer contracts are signed and training completed before volunteers are permitted to work at the Bike Centre
- In collaboration with the Bike Centre Coordinator, maintain a detailed file for every volunteer, clearly tracking training completed, hours worked, and when requested include letters of reference
- Ensure all volunteers complete inclusivity/anti-oppression training in collaboration with the CSA Office Manager and the Bike Centre Coordinator
- Collaborate with the Bike Centre Coordinator to update and work toward developing basic operating procedures and policies, including those 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
- Maintain Facebook volunteer group
- Manage/maintain the Bike Centre listserve and Bike Centre monthly email
- Maintain Rainbow Bike Workshops at least once per month in collaboration with the Bike Centre Coordinator
- Prepare an end of year report, detailing the number of volunteers, general tasks performed, approximate number of hours worked, appreciation events, and training recommendations

**QUALIFICATIONS:**
- Strong understanding of, and commitment to, diversity and inclusion
- Basic knowledge and skills around bicycles and repair are required
- Excellent communications skills
• Good organization and time management skills
• Volunteer management experience and skills an asset
• Dedication and commitment
• Ability to work independently with minimal supervision
• General knowledge of the CSA and its operations an asset

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.