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, 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 for in the Guelph community. The Bike Centre provides tools, fluids, equipment, and knowledgeable staff and, when circumstances permit volunteers to keep your bike working safely. The Bike Centre is open to all members of the campus community regardless of skill level. It is important 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 is responsible for the overall management of the Bike Centre. Internally, they are responsible for the management of the physical space, maintenance and purchasing of equipment, and act as a team leader to the other coordinators. 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.

| Term                          | Summer 2021 – 7.5 Flex Hours  
|-------------------------------|---------------------------------  
|                               | September 7 to December 17, 2021, 15 weeks  
|                               | January 10 to April 22, 2022, 15 weeks  
|                               | Total of 30 Weeks  
| Hours                         | 15 hours per week, 457.5 hours total.  
|                               | Hours to be completed on site at the Bike Centre except where off-site work is required, average hours per week may vary based on programming and time of the year  
| Wage                          | $7,613 (includes vacation pay)  
| Executive Supervisor          | Vice President External  

TRAINING AND TRANSITION:
• Required to complete the following online training modules:
  o CSA Staff Orientation (1 hr)
  o Workplace Health & Safety (2.5 hrs)
  o Anti-Oppression (1 hr)
  o Workplace Violence & Harassment (1.5)
  o Accessible Service Provision (1 hr)
  o Covid Infection, Prevention and Control Awareness (.5 hr)
• Throughout the term of employment, required to update the Bike Centre Operating Manual, in collaboration with Bike Centre staff, 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
• To receive up to 10 hours of one-on-one Bike Centre specific training at minimum wage prior to the start of the contract
• Required to provide 10 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 other Bike Centre staff
- Ensure the Bike Centre runs smoothly, effectively and maintains a regular schedule
- Ensure the Bike Centre 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
- Organize weekly meetings with the Bike Centre team
- 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
- Participate in the evaluation of Bike Centre staff in coordination with the Executive Supervisor
- 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:
- During shop hours, together with Bike Centre staff, teach cycling related skills such as safety, basic mechanics, theft prevention, and seasonal maintenance on a drop-in basis
- Manage Bike Centre inventory, with support from Bike Centre staff, including, but not limited to, tools, fluids, and items for related sales
- In preparation for theAnnual 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 together with Bike Centre staff
- When circumstances permit, support Bike Centre volunteers with their work and as needed
- Work with the Bike Centre staff to explore new Bike Centre programs

PROMOTION & EVENT PLANNING:
- Work with the Promotional Services & Graphic Designer to ensure promotions and outreach are in line with the CSA’s branding package
- Celebrate and promote the Bike Centre Birthday on September 21st in collaboration with Bike Centre staff
- 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 with Bike Centre staff to ensure two workshops are held per semester on bike repair and general bike maintenance for students
• Meet and work with the Promotional Services & Graphic Designer to create promotional material for events, campaigns, and initiatives and ensure the Bike Centre pages on the CSA website are updated

QUALIFICATIONS:
• In depth knowledge of bicycle repair and maintenance is required
• Good organizational, time, and resource management skills
• Demonstrated ability to multitask and prioritize
• Excellent communications skills
• Strong understanding of, and commitment to, diversity and inclusion
• Dedicated, reliable, and team oriented
• Experience working within a budget and inventory management
• Ability to work independently with minimal supervision
• Experience teaching and delivering educational workshops is an asset
• Experience managing volunteers is an asset
• General knowledge of the CSA and its operations is an asset

Deadline for applications is Friday, July 23, 2021, at 4:00 PM
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 csaonline.ca/about/by-laws-policies. The CSA hiring policy is found in Appendix C 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 upon 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.