

OPERATIONS COORDINATORS

We're excited to announce that we're hiring four Operations Coordinators for the upcoming season! This year, Cycle Toronto will bring our **Bike Valet** and outreach materials to commuter stations, tabling events, concerts, and festivals across Toronto such as Mayfair, Field Trip, MEC Bikefest, NxNE, and many more. We're looking for energetic, detail-oriented people with a passion for cycling.

Our ideal candidates love Tetris. Operations coordination of our outreach materials involves many moving pieces and needs logistical thinking to ensure efficient operation. Our ideal candidates are also professional, collaborative, and comfortable delegating and working with volunteers.

Responsibilities:

- Pick-up Bike Valet & outreach equipment prior to the event and/or drop-off equipment after the event (not required to work at the event)
- Ensure that the equipment travels safely to and from the event, using a Cycle Toronto bike trailer (hitch will be provided) or with a vehicle when required
- Assist with set up and dismantle Bike Valet parking/outreach area
- Assist in coordinating logistics for upcoming outreach events
- Provide feedback to Communications & Outreach Manager
- Must complete Cycle Toronto volunteer training prior to start of contract

Applicants must:

- Be reliable, organized and punctual
- Ride a bike in Toronto and be physically fit; you will be riding with a heavy bike trailer to different parts of the city
- Be available for evening, weekend, and some holiday shifts
- Enjoys problem solving and working in various roles on a team to achieve a common goal
- Valid driver's license considered a strong asset. License must be in good standing.
- Be a Cycle Toronto member in good standing

Terms of employment:

This is a part-time position on contract from April to October 2015. Operations Coordinators will report to Cycle Toronto's Communications & Outreach Manager.

Application process:

Please submit a cover letter and resume to rebecca.thorpe@cycleto.ca by Friday April 17, 2015 at 12:00pm with the following subject line: Operations Coordinator.

Cycle Toronto values diversity and we are an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted.