



Summer Job Opportunity:
Bicycle Shop Manager
Gear Up! Used Bicycle Social Enterprise for Youth Employment

20-25 hours/week April through August

Possible extension to September 25

Additional hours possible depending on sales and grants

\$15.00 per hour

Cycle Kingston Inc. is a volunteer-led, local, registered charity whose mandate is to provide safe cycling education and cycling skills training to encourage safe, healthy, community-friendly transportation choices in the City of Kingston.

Cycle Kingston is seeking to hire a **Shop Manager** to grow its social enterprise initiative, **Gear Up! Recycled Bikes – a used bicycle business that provides workplace training for youth.** This enterprise procures and repairs used bicycles, then markets them to a range of groups in Kingston, with a focus on providing access to bicycles for transportation for new Canadians and other residents of Kingston, while providing important workplace training for youth. This will be the sixth summer of operations for the enterprise. You can learn more at the Gear Up! website: www.gearupkingston.ca.

Tasks and Responsibilities

The Shop Manager is responsible for:

- Assisting in the procurement of used bicycles, parts, and supplies needed by the business
- Maintaining a professional store and business presence
- Assisting the Program Manager in the day to day business aspects
- Prioritize bikes for repair
- Training and teaching the youth employees how to fix bikes
- Fixing up bikes with the youth employees
- Organize parts and supplies, maintain parts inventory
- Establish and maintain quality assurance measures on all bicycles sold
- Ability to interact with others in a mature and professional manner
- Encouraging citizens to support the business through membership in Cycle Kingston or donations
- Other similar duties to be determined

Requirements and Qualifications

What we require of a Shop Manager:

- Must have a clear criminal record check (CPIC) with vulnerable sector screening

Demonstrable skills include:

- Bicycle repair aptitude and experience, or relevant experience working with tools. Focused training will be provided IF needed
- Ability to work with and supervise high-school aged youth
- Effective, engaging, and dynamic speaking skills applied to both groups and individuals
- Respect for people regardless of their background, income level, ethnicity, culture, age, disability, or sexual orientation
- Strong self-motivation
- Independent problem-solving skills
- Ability to work cooperatively with others in and outside of Cycle Kingston

Qualities that will be a positive addition to the application:

- Knowledge of different types of bicycles
- Ability to develop good customer relations
- Retail management skills
- Knowledge, interest and involvement in cycling and cycling safety issues
- Knowledge of charitable organizations and/or social enterprises
- Experience communicating with the media
- Fluency in French and/or other languages

Terms and Conditions of Employment:

Terms of employment, conditional on final funding approval, will be:

- Working 20-25 hours per week for 5 months, no overtime pay. Possible part-time hours in September. Additional hours possible depending on sales and grant funding
- Minimum 510 hours guaranteed, with potential for additional hours
- Flexibility with allocation of hours possible
- Working from early April to late-September (if possible)
- Compensation of \$15.00 per hour, plus 4% vacation pay, paid bi-weekly

Notes:

- There is some flexibility on the start date and duration of employment
- You will be supported by a volunteer Steering Committee, and have access to volunteers who can assist with various aspects of this venture
- Potential for extension based on success of project or receipt of additional funding

Application Process and Deadline:

To apply, please submit a résumé and a one-page cover letter briefly describing why you are a great candidate for the position. Submit your application by **March 8, 2021** to:

Neal Scott, President
Cycle Kingston, Inc.
P.O. Box 1002, Stn Main
Kingston, ON, K7L 4X8

Please submit applications electronically to: pres.cyclekingston@gmail.com.

Late applications will be considered if the position is not yet filled.

Cycle Kingston, Inc. is an equal opportunity employer and organization. Persons applying for this position will not be discriminated against based on race, religion, gender, sexual orientation, age, or disability. All qualified individuals are invited to submit an application.

Learn more about us at www.cyclekingston.ca, www.gearupkingston.ca