



Send kids biking  
and help them move forward in life!

[www.tfkvancouver.org](http://www.tfkvancouver.org)

## Summer Employment Opportunity

<b>Job Title:</b>	<i>Ride Coordinator</i>
<b>Reports to:</b>	<i>Board of Directors &amp; Program Coordinator</i>
<b>Employment Term:</b>	Temporary Full-Time – May 19 <sup>th</sup> – Aug 22 <sup>nd</sup>
<b>Compensation:</b>	Per Hour plus vacation pay at 4% - Hourly Wage Competitive and Dependent on Experience
<b>Hours:</b>	30-35 hours per week –May-June 35-40 hours per week – July-August
<b>Start Date:</b>	May 19 <sup>th</sup> , 2014 - Start Date Funding Dependent
<b>End Date:</b>	Aug 22 <sup>nd</sup> , 2014

### Job Purpose

The Ride Coordinator will assist in the implementation and delivery of the Trips for Kids spring and summer rides programs. Specific tasks are diverse and engaging, and may vary depending on the initiative and abilities of the applicant.

### Duties and Responsibilities

- Assist in the development and implementation of the rides schedule
- Participate in **all** scheduled rides, bookings and events
- Assist Program Coordinator with various administrative duties
- Maintain bicycles, and all applicable program equipment
- Assist with training and supervision of high school ride leader staff
- Coordinate transportation of participants and gear
- Share knowledge of biking skills and trail etiquette
- Create a safe, friendly and fun environment for all ride participants
- Foster relationships with current and potential community partners
- Assist Program Coordinator in facilitating and developing Youth Leaders Club
- Assist Program Coordinator with various other administrative duties as needed
- Plan and coordinate learning themes, components and activities
- Share knowledge of mountain biking skills and trail etiquette
- Create a safe, friendly and fun environment for all ride participants
- Transport partner and community youth and leaders in safe manner in the 15 Passenger Van
- Maintain and repair the Trips for Kids Bike Fleet
- Safeguard and Protect the Trips for Kids Bike Fleet

### Mandatory Qualifications

- Valid Class 4 BC Drivers License
- Current First Aid and CPR certification
- A criminal record check is mandatory
- Must be full-time student (at least 3 full-time courses in each semester of last school year) at accredited post secondary institution, planning to return to school in fall
- Must be 29 years of age or under in order to qualify for Service Canada salary funding
- Intermediate to Advanced Mountain Bike Riding and Mechanic Skills

## Other Qualifications

- Previous experience facilitating youth, especially in outdoor recreation-skills based environment is an asset
- Previous experience teaching or coaching youth in sports or team environment is an asset

## Organization Description

In the spring of 2001, Trips for Kids Vancouver became the first Canadian chapter of a non-profit organization that started in Marin County, California in 1986. Trips for Kids mandate is to take kids biking and prepare them for life. Our organization's aim is to provide access to the outdoors for inner city youth with a number of barriers – social, cultural, economic and geographic. We are run by a volunteer board of directors and are searching for summer staff who share our same passion.

## Summer Rides Program Description

2014 will be Trips for Kids 14<sup>th</sup> Summer Rides Program in Vancouver. The Program involves partnering with community centers, neighborhood houses and youth agencies in Central and East Vancouver to provide a structured mountain bike program with various agencies. Trips for Kids' mandate is to take kids biking. In previous summers, we have created the opportunity for over 500 youth with barriers to accessing the outdoors to ride in Pacific Spirit Park, Seymour Watershed, Squamish and Whistler.

## Instructions for Applying

Please **submit by Friday April 4<sup>th</sup>**, the following in ***one combined PDF file, in the following*** order, with a maximum limit of three pages:

- 1) Cover Letter (one page maximum)
- 2) Resume (two page maximum)

Other Points:

- 1) Specifically reference your experience in regards to the mandatory and other qualifications above
- 2) Include your contact information
- 3) Specify if you are applying for Ride Coordinator or Ride Leader position.
- 4) We will be conducting interviews in Mid-April.

Please submit your ***single PDF file*** via e-mail to:

Andre Perret  
Treasurer – Board of Directors  
[andre@tfkvancouver.org](mailto:andre@tfkvancouver.org)

For more information go to [www.tfkvancouver.org](http://www.tfkvancouver.org)