



Send kids biking
and help them move forward in life!

www.tfkvancouver.org

Summer Employment Opportunity

Job Title:	<i>Ride Coordinators (**Two Positions Open**)</i>
Reports to:	<i>Board of Directors & Program Coordinator</i>
Employment Term:	Temporary Full-Time – June 4 th – Aug 24 th (12 weeks)
Compensation:	Per Hour plus vacation pay at 4% - Hourly Wage Competitive and Dependent on Experience But typically varies from \$12.65-16.00/hour
Hours:	20 hours per week in June 35-40 hours per week in July & August
Start Date:	June 5 th , 2018
End Date:	Aug 25 th , 2018

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. Generally the role involves working closely with the Program Coordinator who is primarily responsible for managing and executing the 2018 summer rides program, as well as facilitating, leading and organizing rides with partner youth agencies and community centers.

A core task for 2018 will be to plan, recruit youth, set-up and run our focused Leadership Program in partnership with Arc'Teryx.

Duties and Responsibilities – Ride Coordinator

- Assist in the development and implementation of the rides schedule for the summer programs
- Participate in **all** scheduled rides, bookings and events
- Assist Board of Directors with various administrative duties
- Maintain bicycles, and all applicable program equipment
- Coordinate nutritional needs for program participants
- 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 in facilitating and developing Youth Leaders Club
- Assist 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. TFKV will work with candidates to ensure they attain their Class 4, it is not mandatory that candidates need a Class 4 to apply.
- Current First Aid and CPR certification
- A criminal record check is mandatory
- Intermediate to Advanced Mountain Bike Riding skills preferable. If you are a strong biker (i.e. bike commuter or road rider) this is great too.
- Some basic bike 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
- Previous experience in program coordinator role 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 are searching for summer staff who share our same passion.

Summer Rides Program Description

2017 will be Trips for Kids 17th 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 each summer to participate in rides in Pacific Spirit Park, Seymour Demonstration Forest, Delta Watershed, Squamish and Whistler.

Instructions for Applying

Please submit by **Friday, April 27th**, 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) We will be interviewing in the last week of May

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

Andre Perret
Board of Directors
andre@tfkvancouver.org

For more information go to www.tfkvancouver.org