Lord Roberts Community Centre

South Osborne Bike Hub Intern

###### Job Ad

**Reports to:** South Osborne Bike Hub Convenor

##### Our Mission

The South Osborne Bike Hub (SOBH) is committed to making cycling accessible to all members of the South Osborne neighborhood, which includes both Lord Roberts and Riverview. Through the work of our volunteers and staff, we provide access to tools, advice, parts and whole bicycles on a donation basis so that all members of our neighborhood can enjoy cycling, and the benefits that go with it.

**Position Summary**

The SOBH Intern is responsible for providing overseeing the day to day operations of the workshop. This includes working on bikes, and helping visitors to fix or maintain their bikes. He or she will also ensure workshop safety and security, maintenance, and cleaning. He or she will provide leadership and supervision to the volunteers as well as to participants. The SOBH Intern will also work in cooperation with the Executive Board of the Community Centre to ensure that all participants have a positive experience.

## Major Responsibilities % Time

1. Overseeing the Youth Apprenticeship Program: **40%**

* Planning and overseeing a structured lesson plan that works Apprentices through the various parts and systems of a bike.
* Scheduling Apprentices for shifts.
* Supervising Apprentices during their shifts, and ensuring that they are working on positive projects that are in keeping with SOBH goals.
* Dealing with conflicts that may arise with Apprentices.

1. Maintaining operational standards in workshop by: **40%**

* Ensuring that workshop opening and closing procedure are adhered to in a timely manner.
* Ensuring that all parts and supplies are properly stored and maintained.
* Performing daily cleaning duties.
* Performing regular inspections of all equipment and the areas surround the outbuilding that houses the workshop.
* Recording all accidents and incidents on an Incident Report and ensuring that the report is handed to the Executive Board in a timely manner.
* Maintaining a log of daily activities.

1. Planning and executing SOBH participation in local festivals and events: **20%**

* Work with the SOBH volunteers to plan the Community Rides and Open Houses .
* Contact local festivals (MEC Bikefest, SO Biz Street Fest, etc) and arrange for SOBH involvement.

Job Requirements

#### Education

* Completion of High School
* Current First Aid and CPR Certification

#### Experience

* At least one year working or volunteering in a Bike Shop
* Experience working with youth is required

#### Skills

* Ability to effectively communicate in an enthusiastic and engaging manner with youth and adults in a non-traditional educational environment
* Problem solving skills
* Ability to work in a fast paced environment
* Friendly, outgoing personality
* Must be able to lift at least 50 lbs.
* Leadership skills

**Please send resume along with cover letter to sobikehub@gmail.com**

**Deadline is Friday April 13th, 2012**