

# **Earn-a-Bike Program Facilitator**

**\*\*November 2022: Currently accepting applications on a rolling basis. Interviews will take place as positions become available.\*\***

Are you interested in making a difference in the lives of youth? Do you value community, and enter new challenges with an open mind? Would you enjoy working in an energetic and collaborative environment? Would you like the opportunity to learn how to work on bikes (no experience required)? Then Two Wheel View is the place for you!

## **About Two Wheel View**

Two Wheel View (TWV) is a mission-driven organization that provides youth development programs that use the bicycle as a tool to build resilience. TWV creates opportunities for young people to learn and practice lessons in leadership, wellness, self-esteem, achievement, and community connection through their participation in bicycle education programs and trips. TWV's goal is to employ people without regard to race, ancestry, place of origin, colour, language, citizenship, religion, gender identity, sexual orientation, age, marital status, physical, and/or mental abilities. TWV strives to be learning continuously and is working to be an antiracist and anti-oppressive organization. If you need additional support or accommodation in your application process, please ask and we will do our best to meet those needs.

## **Position Overview**

Program Facilitators support Two Wheel View by facilitating our Earn-a-Bike (EAB) program in schools, libraries, and other community hubs. The EAB program uses the bike as a tool to develop leadership and teamwork skills, as well as bike mechanic capabilities, in youth grades 7-12. Program Facilitators educate youth via hands-on learning experiences, and help them to build social and emotional skills.

## **Job Details**

Location: Calgary, Alberta (various locations)

Position type: Part-time / temporary

Work-hours: varied; weekday afternoons and evenings and some weekend work as required; typically, this after-school shift runs for 3.5 hours anytime between 2:30-8:00

Start and end dates: October 2022 – June 2023

Wage: \$21/hr

## **Duties and Responsibilities**

Program Facilitation:

- Assist with the refinement and implementation of the EAB curriculum
- Be prepared to facilitate the program: prepare programming space and necessary equipment, and ensure program plans have been reviewed
- Establish and communicate clear objectives for all learning activities and deliver instructional activities that focus on experiential learning.
- Adapt teaching methods and instructional materials to meet the youths' varying needs and incorporate youth ideas/preferences.
- Instruct and monitor youth in the safe use of learning materials and equipment and observe and evaluate performance and development, behaviour and physical health.

- Create a fun and accepting environment for everyone.
- Administer relevant surveys and ensure information is captured for reporting and evaluation purposes.

#### Registration, Health & Safety:

- Ensure all youth have completed the required registration forms and waivers prior to beginning the program, and manage these in accordance with FOIP standards.
- Keep accurate attendance of youth at each session.
- Familiarize yourself with Emergency Response Plans, including critical Incident reports and near-miss reports.
- Maintain a safe and clean working environment.
- Ensure vehicles are driven in a safe manner, and all incidents and/or accidents are reported immediately to TWV.

#### Inventory Control:

- Maintain equipment, parts, and supplies and communicate shortages.

#### Organizational Reputation:

- Protect the organization's value by keeping information confidential following TWV and Government Regulations.
- Maintain professional standards and support company image by collaborating with stakeholders.
- Maintain professional and technical knowledge by attending educational workshops.

#### **Mandatory Qualifications**

- Previous program delivery experience and/or education experience (Youth experience preferred)
- Excellent communication, interpersonal, collaborative, and organizational skills.
- Comfortable working with a wide variety of youth and community members.
- Ability to work independently and resolve problems on one's own.
- Committed to professionalism, thoroughness, dependability, and flexibility.
- Able to manage busy, high-energy youth groups with ease and confidence.
- Identify as a lifelong learner.
- Alignment with TWV values: respect, authenticity, adventure, resilience, and community.
- Clear a Criminal Record Check with Vulnerable Sector Search.
- Clear an Intervention Record Check.
- First aid and CPR training.
- Ability to lift up to 50 lbs., repetitively.
- Ability to work in a variety of spaces while sitting, standing and moving.

#### **Preferred Skills**

- Valid driver's license
- Basic bike mechanics knowledge and the ability to repair, explain and educate about bikes is considered an asset.
- Youth development training/certifications.
- Experience with vulnerable populations is considered an asset.

- Enrolment in, or completion of, a human services degree is considered an asset.

**Paid Training**

- Onboarding and Two Wheel View 101 training (3hrs)
- Comprehensive Bicycle Mechanics Training (~16hrs) This paid training will take place in September and October 2022.

**To Apply**

Send your cover letter and resume to Rach at [rach@twowheelview.org](mailto:rach@twowheelview.org)

Interviews will take place the week of September 19th. In your cover letter please briefly address the following questions:

1. How did you hear about the posting?
2. Why do you want to work for Two Wheel View?
3. What makes you an ideal and unique candidate for the position?