



Kids on Wheels Coordinator & Lead Instructor

[Kids on Wheels](#) is an innovative program through the [British Columbia Cycling Coalition](#) that runs balance bikes camps for children ages 2-5 in different community centres and daycares in Vancouver. We are currently looking for a Coordinator & Lead Instructor for 2022 (two positions). This person will be responsible for all aspects of coordinating, leading and delivering the balance bike camps in [daycares](#), [community centres](#) and [outreach events](#) as well as a variety of administrative and operational tasks required to support the program. Successful candidates will be trained to deliver the program with support from Kids on Wheels Manager.

Overview

Temporary Full-Time Position (35 hrs/week)

Dates: May 16- September 2, 2022

Compensation: \$25.00 per hour

Positions available: 2

Work schedule: In July & August the candidates must commit to be present in all camps.

Potentially there will be a couple of weekend events throughout June-August. Other work can be done remotely especially in May-June.

Locations: Different community centres, daycares and outreach events in Vancouver and UBC area

As this is Canada Summer Job Position (an initiative of the Canadian Government's Youth Employment and Skills Strategy) all candidates must be aged between 18 to 30 years of age, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

Overall Responsibilities:

- Schedule and coordinate all the Kids on Wheels sessions with the different community centres and daycares.
- Reach out to new facilities and organizations to introduce and start the program.
- Reach out to potential sponsors, stores or companies to secure more gear and funds for the program.
- Promote the program through marketing, web content writing and social media marketing.
- Take an active role in the training process of the instructors.
- Be responsible for all aspects of delivering the program at the different sites.
- Coordinate and/or drive Kids on Wheels equipment using Modo Vehicles.
- Lead camps with a small group of instructors, making sure they perform their tasks properly and promptly.

Skills and Experience:

- Have relevant experience working with young children, enthusiastic and comfortable around kids and parents, including reading books, singing songs and playing games.
- Marketing and social media experience.
- Creative and able to come up with new ideas and open to other people's new ideas and suggestions.
- Able to follow the lesson plan while also staying flexible and able to improvise according to each group and children's needs.
- Organized and have excellent verbal and written skills.
- Reliable and responsible.
- Able to work with others collaboratively and have the ability to work independently.
- Able to carry a large number of small bikes and boxes of gear.
- Have relevant experience leading a team & excellent leadership and communication skills.

In addition:

- Able to provide a clean BC criminal record check
- Must be fully vaccinated
- Committed to principles of equity, diversity, and inclusion
- Passionate about cycling and have a basic knowledge of bikes
- Current First Aid Certificate an asset
- A valid BC driver's license an asset
- Second language an asset

How to apply

Please send your resume and a short cover letter explaining why you are interested and think you are a good fit for his position. Email application to the program manager at hiring@bccycling.ca with "Kids on Wheels Lead Instructor" in the title. The deadline is May 8th, 2022.

We thank all applicants for your interest, however only applicants selected for interviews will be contacted. Interviews will be conducted virtually.