



EMPLOYMENT OPPORTUNITY

Bike Lab Volunteer Coordinator

PART-TIME POSITION BEGINNING ASAP
This position is unionized with MGEU Local 433

\$14.63 per hour

10-15 scheduled hours weekly
5 hour weekly minimum EFT

The UWSA Bike Lab is a bicycle repair and learning facility that provides service and outreach to both students and the community on and around the U of W campus. The Bike Lab Volunteer Coordinator reports to the Bike Lab General Coordinator, under the Social Sustainability department of the UWSA.

Responsibilities/Duties

- Recruiting volunteers for the Bike Lab through community outreach strategies and collaboration with the UWSA Communications department
- Liaising between the Bike Lab and the Winnipeg cycling community
- Training volunteers in accordance with the UWSA's mandate and Bike Lab specific roles
- Teaching volunteers and community members in entry-level bicycle mechanics
- Maintaining open lines of communication with volunteers, including scheduling
- Acting as an ambassador of sustainable transportation in the campus community
- Ensuring that the Bike Lab is a respectful and welcoming environment for all

Please note:

- This position must be filled by a **female-identified or gender non-binary incumbent**

Preferred Qualifications:

- Computer literacy skills, including the ability to use a lap top, printer, scanner, etc.
- Work experience in volunteer recruitment, development, and retention
- Comprehensive bicycle maintenance and repair experience
- The ability to lift and move up to 50 pounds
- Excellent oral communication skills
- Experience working with populations that may be facing different barriers to social inclusion

Apply on our website under the Opportunities tab at <http://theuwsa.ca/job-opportunities/>

Please send any questions to:

Karolya Vargscarr, General Manager generalmanager@theuwsa.ca

The UWSA is an Equal Opportunity Employer, and is committed to accommodating candidates of all abilities.

DEADLINE FOR APPLICATIONS IS Tuesday, January 30th, 2018