

Comox Valley Cycling Coalition
Bike Rodeo Coordinator

Job Description

- To coordinate, facilitate and evaluate bicycle safety education in the elementary schools SD71 utilizing the Bike Rodeo format and Lesson Plans established by the Comox Valley Cycling Coalition (CVCCo)
- To coordinate the dates of the Rodeos for Grade 4 & 5 students with the Schools in the District (6-7 schools each school year and schools being scheduled every 2 school years).
- To keep up to date document of school contacts and CVCCo contacts.
- To liaise with iRide program to coordinate schedule so that rodeos, ideally, follow iRide.
- To liaise with the involved teaching staff to ensure they understand the Rodeo schedule and their responsibilities.
- To arrange for the equipment and volunteers to be at each Rodeo at an appropriate time.
- To liaise with the Equipment Coordinator to ensure it is all in good working order.
- To work with the Education Committee to ensure Volunteer Manual and Coordinator Manual are up to date
- To provide instruction for volunteers.
- To arrange for lunch to be provided to the volunteers at the Rodeos.
- To follow up each Rodeo with a “thank you” to the Volunteers.
- To keep records of Rodeo dates, numbers of students & number of volunteers.
- Home office with computer, printer and smartphone.
- To provide reports at the end of the Fall and Spring Rodeos to School Board Trustees of our work to date including schools, number of students & volunteers and our needs and expectations, from the schools.
Contact: Admin asst. for Board: debra.page@sd71.bc.ca
- To liaise with the CVCCO Board via the Education Committee & President.
- Be a member of the Comox Valley Cycling Coalition.

Skills:

- Ability to communicate effectively verbally and in writing with CVCCo Board, SD71 Administration, Administrators and teachers at the schools, as well as Volunteers and Gr. 4 & 5 students.
- Administrative, computer, organizational, time management, record keeping and financial record keeping skills
- Work flexible hours
- Work independently
- Knowledge, experience and love of cycling.
- Cycling skills.

This is a contract position with some remuneration. If you are interested in this position, please forward a cover letter to the Comox Valley Cycling Coalition CycleCV@gmail.com

Applications are due by June 10, 2019.