



Bridge City Bicycle Co-op
905-20th St W
Saskatoon, SK
S7M 0Y5
bridgecitybicyclecoop@gmail.com
bridgecitybicyclecoop.com

SUMMER YOUTH BICYCLE MECHANIC APPRENTICE JOB DESCRIPTION

Job Title: Youth Mechanic Apprentice

Reports To: BCBC Operations Manager

Job Location: Saskatoon, core neighbourhoods

Benefits: Training and Education

Remuneration: 35 hours week at \$12 per hour

Availability: All BCBC programming. Days, evenings and weekends

Job Classification: Summer Full-Time

Supervisor: Ashely Marshall

Date: June 29, 2020 (Flexible)-

August 31, 2020 (9 weeks) with

possibility of extension

Nature & Scope:

Are you interested in helping Saskatoon youth and families have an amazing summer? The Bridge City Bicycle Co-op (BCBC) is looking for a youth age 15 to 30 years for the position of **Youth Bicycle Mechanic Apprentice**. During the term of employment, the youth apprentice mechanic will be working in a team environment, alongside the Operations Manager and BCBC volunteers, and once trained independently. Due to COVID-19, the youth apprentice mechanic will start by working alongside volunteers to repair and distribute bicycles back to the community. Once the BCBC board members deem it safe to open to the public, the **Youth Bicycle Mechanic Apprentice** will provide verbal mechanic education to members and patrons of the BCBC to help them to fix their own bicycle or build a bicycle to own. The successful candidate will receive training on bicycle mechanics. The youth apprentice will have weekly meetings with the Operations Manager.

As this is a Canada Summer Job, we are looking for a person that is:

- be between 15 and 30 years of age at the start of the employment;
- 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;
- and, be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Canada

*This position is supported by the
Government of Canada's Canada Summer Jobs Grant.*



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Primary Duties & Responsibilities:

- ❖ Assist with program delivery
- ❖ Assist with the administration of volunteer training
- ❖ Disassemble bikes and sort parts
- ❖ Learn about basic bicycle refurbishing. Training will be provided
- ❖ Special events support
- ❖ Bicycle shop preparation and organizing
- ❖ Conduct shop opening/closing protocols
- ❖ Opportunities for self-directed projects
- ❖ Other duties as assigned

Mandatory Qualifications & Experience:

The Bridge City Bicycle Co-op is committed to employment equity and diversity in the workplace and encourages and prioritizes applications from people identifying as Black, Indigenous, People of Colour, LGBTQ2S, and youth.

- ❖ Experience and comfort with city commuter cycling culture
- ❖ A positive attitude and willingness to learn
- ❖ Experience working with youth
- ❖ Experience working with volunteers

Not mandatory but an asset:

- ❖ Bicycle mechanics knowledge
- ❖ Have a class 5 driver's license

Preferred Qualifications & Experience:

- ❖ Awareness and sensitivity to issues of marginalization (sexism, racism, classism) and cultural diversity
- ❖ Working in a fast paced environment
- ❖ Experience working with Aboriginal and newcomer communities
- ❖ The successful candidate will be required to complete a criminal record check with vulnerability sector check (Associated costs for record checks will be reimbursed for successful candidates).

Safety during COVID-19:

The **Youth Bicycle Mechanic Apprentice** will work mostly on-site at our shop located at 905 20th St W. We have been and will be taking vigilant precautions to ensure the health and safety of all staff and volunteers. Here are some measures to note:

1. Gloves and sanitizing spray will be available;



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2. A mask must be worn during work and will be provided by the BCBC. It will be employees responsible to wash in between shifts.
3. Hand washing station available in the work area;
4. All tools are sanitized after use;
5. We will restrict the number of staff and volunteers working in the shop to help maintain social distance;
6. Common access areas such as the washroom are being sanitized regularly;
7. The Core Neighbourhood Youth Co-operative (our Landlords and other building occupants) is sharing the same protocols.
8. No customers or members are allowed to enter the shop at this point. Volunteers, and staff only.

If you have any concerns, please don't hesitate to contact us.

Application Process:

Applicants are required to submit a cover letter, resume, and 2 references. Send resume and cover letter to Ashely at operations@bridgecitybicyclecoop.com with subject line “Youth Mechanic Apprentice”

Application deadline: Monday, June 22nd, 2020. 5pm

Thank you for your interest and application. Only candidates chosen for an interview will be contacted. Interviews will be conducted online via video chat