



Job Description

Identification

Department: **Yarmouth Recreation**

Position: **Bike Again Community Development Coordinator**

Supervisor: Active Living Coordinator

Hours of Work: Normal Hours of work are from Tuesday to Saturday, 8:30 am to 4:30 pm, or as required.

Scope

Under the supervision of the Active Living Coordinator, the Bike Again Community Development Coordinator will be responsible for supporting the development of the community's Bike Again Yarmouth initiative.

Desired Qualities/Qualifications

Previous experience organizing activities and working with volunteers is a must. Previous experience with bike repair is desired. Preference will be given to the candidate with a passion for physical activity and outdoor recreation pursuits, specifically biking. A team player, who is a self-starter and willing to work others, including other staff members, volunteers, and the general public.

Duties

Responsibilities include, but are not limited to:

- Daily operation of Bike Again Yarmouth
- Provide supervision to Bike Again Yarmouth participants
- Maintain excellent customer relations with all Bike Again general users
- Plan, promote and lead biking activities within the community
- Recruit volunteers and workshop facilitators, etc.
- Develop volunteer schedules
- Ensure the program is safe and enjoyable for all participants.
- Follow safety guidelines and procedures
- Work as a team with other staff during programs and special events.
- Promote the program and participant successes through radio, tv, newspaper, posters, brochures and Facebook.
- Source potential grant opportunities
- Perform other duties as requested by Yarmouth Recreation management