



Ottawa Bicycle Club

Administrator

The Ottawa Bicycle Club is seeking an enthusiastic administrator who is passionate about sports and ideally has a strong interest in cycling. Working with a diverse board of directors and a membership of more than 1200 cyclists, varying from participants in the Rideau Lakes Cycle Tour, general touring, to youth and adult racing events, the administrator has the opportunity to shape Ontario's oldest and largest bicycle club. As a self-starter, you will have a chance to use your strong people, communication and web-savvy skills, and demonstrate your innovative abilities to juggle priorities.

Duties and responsibilities

As the only staff member, this position handles all administrative aspects of the Club's operations. The Club Administrator is the focal point for membership interaction: managing the office, bookkeeping, inventory control, and supporting the directors with the delivery of their programs such as racing, touring and marketing. The Club Administrator is the first contact that members and potential members interact with for Club activities. The Administrator is expected to maintain positive relationships with members and other groups such as the Ontario Cycling Association and other Clubs.

The Office Administrator is responsible for:

- working with the President on setting and implementing priorities
- working with the Treasurer on accounting activities including bank reconciliation, recording office expenditures and preparing and monitoring the budget;
- working with other Directors to assist them in managing their various programs, including;
 - coordinating, with a committee, the Rideau Lakes Cycle tour (the club's largest tour with 2000 participants) in June of each year;
 - participating in committees for specific out of town tours including booking and arranging pre-payment of these tours;
 - coordinating maintenance and use of the club van;
 - assisting volunteers;
- coordination and assisting with the renewal of memberships (which is done online);
- assist with the preparation of the electronic newsletter published 12 times a year;
- assist with the updating of information to the club's website;
- managing the club's cycle clothing operation including sales, procurement and maintaining an inventory of products;
- as the club's liaison, working well with people, especially club members, the public and responding to enquiries and complaints; and
- other general duties such as filing, ordering of office supplies, procurement and distribution of supplies; arranging for meeting facilities; troubleshooting, etc

Reporting Relationships

The administrator reports to the President of the Ottawa Bicycle Club.

There are functional reporting relationships with the Treasurer, the Executive and the Directors in their portfolio areas (Rideau Lakes Cycle Tour, Touring, Touring Events, Racing Events, Youth Racing, Marketing, Newsletter and Social).

Compensation

Salary: The annual salary of the Club Administrator is \$30,000.

Work hours/Schedule

As a starting point, the standard hours of work for the Administrator will be 30 hours per week over the year. Flexibility is required, as the hours per week will fluctuate depending on the season. Typically January to June is busy with registration, budget setting and the Rideau Lakes Cycle Tour; summer is less busy except for the tour and racing programs and fall involves preparations for the Annual General Meeting and year-end financial reporting.

The Administrator will work some evenings to attend the monthly Board meetings and other committee meetings (especially in regard to the preparations for the Rideau Lakes Cycle Tour). From 12-15 hours per week (fewer hours during winter), the office also functions as a clubhouse. This includes Saturday mornings each week. During these hours, club members may use the office and others may telephone with their inquiries.

While the majority of the work will be in the office/clubhouse, there will be times when the work is conducted offsite, such as during the Rideau Lakes Cycle Tour.

Qualifications

- University or College degree or equivalent work experience
- At least 2 years' experience in program or office management
- Proficiency in the use of computers for word processing, bookkeeping/accounting e.g. Quickbooks, databases, spreadsheets, e-mail, content for websites and setting up shared drives
- Valid driver's licence
- A working knowledge of French is an asset

Skills

- Build Relationships: Establish and maintain positive relationships with members and the public.
- Communicate Effectively: Speak, listen and write in a clear, thorough and timely manner.
- Creativity/Innovation: Ability to develop new methods to improve office practices and strengthen the work environment.
- Self starter: Ability to work accurately and efficiently in a single-person office and manage time well.
- Foster Teamwork: Work cooperatively and effectively with others to achieve goals and solve problems.

Consideration of candidates will commence in early January 2014. Please submit a letter and CV before December 20, 2013 to obc.hiring.2014@gmail.com. No phone calls, please.