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## **JOB DESCRIPTION**

## **CAN-BIKE and Programs Assistant**

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### **A. General Description**

The CAN-BIKE and Programs Assistant is responsible for assisting the development, delivery and implementation of the CAN-BIKE curriculum update, social media updates, and related activities and programs. With an emphasis on the development of capacity within Canada through our provincial affiliates, the CAN-BIKE and Programs Assistant works in collaboration with the National CAN-BIKE Coordinator to ensure the successful delivery and implementation of development and educational activities and programs.

This contract position is based at the national office in Ottawa, Ontario.

### **B. Program Description**

Cycling Canada's national CAN-BIKE program is a series of courses taught by certified instructors on all aspects of cycling, safely and enjoyably on the road. Program development is coordinated through national instructor committees, and Cycling Canada. Course delivery and administration takes place through CAN-BIKE Delivery Agents, such as provincial and territorial cycling associations, community associations, municipal departments, service groups and the efforts of individual/independent instructors.

### **C. Organizational Scope**

Cycling Canada (CC) is the recognized authority by the UCI (Union Cycliste International) on all aspects of cycling in Canada, including BMX, Cyclocross, Mountain Bike, Para-Cycling, Road and Track. All staff is employed by the CC to facilitate achievement of its long term vision and planned annual targets. All personnel are required to operate within the policies and procedures as established by the association's volunteer Board of Directors and are expected to act consistently with the association's values.

Cycling Canada receives financial contributions from the federal government and other agencies, organizations and corporate sponsors, and is accountable for the disbursement and reporting of funds according to the contracted terms and conditions. Programs, activities and services are operated within the limitations established in an annual operating budget approved by the Board of Directors. CC staff is responsible to manage and administer the association's finances and provide administrative support for all association activity.

#### **D. Reporting Structure**

The CAN-BIKE and Programs Assistant reports to the National CAN-BIKE Coordinator and collaborates with the Coordinator to ensure that the association's development plans and implementation are meeting the needs of the association.

#### **E. Specific Responsibilities**

1. Work close with the National Coordinator, as well as communicate with CB Instructors from other provinces.
2. Research specific to each prov/terr, in relation to their motor vehicle laws and how they pertain to cycling
3. Research specifics to program planning, games, instruction, theory, fundamental movements and practical teachings related to the curriculum.
4. Liaise with our provincial affiliates to promote, facilitate and ensure the delivery of national programs
5. Communication with partners and/or provincial and federal governments
6. Order, distribute and ship program materials for Instructors and organizations in Canada
7. Attend meetings that occur locally, or off-site
8. Communication through general inquiries, and assist those who seek course delivery
9. Assign certified instructors to specific program needs and inquiries
10. Advertise and promote any scheduled course opportunities
11. Maintain and update content on CB website, and other social media sites
12. Assistance to high performance cycling programs upon demand

#### **F. Travel**

On an occasional basis, the CAN-BIKE and Programs Assistant will be required to attend meetings or program activities within Canada.

#### **G. Performance Measures**

The CAN-BIKE and Programs Assistant will be expected to accomplish specific end results, the satisfactory fulfillment of job responsibilities and attainment of required level of ability in key competency areas. These three (3) components will form the basis of performance measures as assessed by the National CAN-BIKE Coordinator.