

CBTL Job Postings

Track Manager

Nature of Work

The Calgary Bicycle Track League (CBTL) is a grassroots track cycling organization, comprised of approximately 200 active members. The CBTL mandate is to promote the participation of track racing in the Calgary area through providing access to resources and the opportunity for participation in track cycling events. The Track Manager reports to the CBTL Executive and works closely with the Race Committee.

The Track Manager will be responsible for evening and weekend work on a flexible and changing schedule.

Position Summary

Reporting to the CBTL board of executives this position oversees the day to day function of the velodrome, develops coaching plans for progressive programming (including specialty groups where required), and builds community connections to increase membership on the track.

Major Job Responsibilities

- Develop schedule for mechanic and track associates to ensure all programs have appropriate support and staffing
- Develop and support the delivery of all track programming, including delegation of tasks
- Support Thursday night race series and Friday night team nights by coordinating volunteers, officials, prizeing, results and CBTL rankings
- Work cooperatively with all staff and program participants to ensure smooth and progressive functioning of programs
- Act as primary coach for specialty programs and/or registered programs (e.g. national team groups)
- Keep accurate records of rain/smoke out and report to The City weekly
- Maintain accurate track schedule postings on CBTL web page and on site on the track bulletin board
- Report on programming, minor incidents, and bike condition to CBTL president on a monthly basis
- Maintain positive relationships with partner organizations and build CBTL's image with other sports, schools, and the Calgary community in general
- Maintain clear communication channels with staff and CBTL board
- Report any serious incidents to CBTL immediately
- Politely enforce the established facility rules and guidelines governing the safety and conduct of participants
- Comply with all health and safety practices as it relates to the work, standard operating guidelines and the Occupational Health and Safety Act

Qualification

CBTL Job Postings

NCCP Level 2 and/or trained Ready to Race
Current CRP and first aid
Valid police record and vulnerable sector check

Compensation:

\$25/hr approximately 15 - 30hr/week

Applications:

Please submit resume and cover letter to CBTLEXecutive@gmail.com

Applications will be accepted until February 28, 2019 or until suitable candidate is found

CBTL Job Postings

Mechanic / Equipment Manager

Nature of Work

The Calgary Bicycle Track League (CBTL) is a grassroots track cycling organization, comprised of approximately 200 active members. The CBTL mandate is to promote the participation of track racing in the Calgary area through providing access to resources and the opportunity for participation in track cycling events. The Mechanic / Equipment Manager reports to the Track Manager and works closely with track associates to maintain bike fleet and meet member needs.

The Mechanic / Equipment Manager will be responsible for evening and weekend work on a flexible and changing schedule.

Position Summary

Reporting to the Track Manager, Calgary Bicycle Track League, this part-time position uses comprehensive knowledge of bicycle mechanics to maintain the entire bicycle rental fleet and associated equipment. Responsibilities include checking in and out all rental bikes and associated equipment as well as maintenance and servicing of rental bikes and rental equipment including spare parts, tires, wheels, pedals, helmets and shoes to ensure they are in excellent working order.

Major Job Responsibilities

- Maintain a detailed inventory of all bikes and equipment
- Maintain complete and accurate repair documentation for all repairs on each piece of equipment
- Ensure that all equipment, including wheels, tires, handlebar tape, seat, pedals, are clean and in good condition
- Troubleshoot any bicycle mechanical issues which require repair or maintenance and safely and effectively execute repairs
- Report bike and rental equipment condition to Track Manager on a weekly basis
- Work with the Track Manager regarding the planning and delivery of required bicycle and associated equipment to meet the needs of specialty and registered groups
- Maintain a safe, clean work area including proper usage and storage of equipment
- Coordinate, prepare and ensure availability of equipment for use as required by program demand
- Provide excellent customer service
- Attend and participate in mandatory staff functions: training, meetings and allocated program times as determined by track manager

Qualification

Experienced mechanic

Current CRP and first aid

Valid police record and vulnerable sector check

NCCP Certification considered an asset

Compensation:

\$22/hr approximately 15 - 30hr/week

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Applications:

Please submit resume and cover letter to CBTLEXecutive@gmail.com

Applications will be accepted until February 28, 2019 or until suitable candidate is found

CBTL Job Postings

Track Associate

Nature of Work

The Calgary Bicycle Track League (CBTL) is a grassroots track cycling organization, comprised of approximately 200 active members. The CBTL mandate is to promote the participation of track racing in the Calgary area through providing access to resources and the opportunity for participation in track cycling events. The Track Associate reports to the Track Manager and works directly with the membership to deliver programming.

The Track Associate will be responsible for evening and weekend work on a flexible and changing schedule.

Position Summary

Reporting to the Track Manager, Calgary Bicycle Track League, this part-time position uses knowledge of community coaching and track cycling to deliver coaching to members of the CBTL. Responsibilities include checking participant membership prior to allowing riders onto the track, supporting set up of bikes, and overseeing the safety of participants.

Major Job Responsibilities

- Deliver coaching plans and support day to day programming of the track
- Report program progress to Track Manager on a weekly basis
- Maintain positive relationships, clear communication channels and work cooperatively with all staff and participants
- Report any accidents, incidents, concerns or site damage to the Supervisor
- Submit all required forms ensuring accuracy and completeness of information to Track Manager
- Support mechanic in setting up participant bikes
- Politely enforce facility rules and guidelines governing the safety and conduct of participants
- Attend and participate in mandatory staff functions: training, meetings and allocated program times as determined by the Track Manager

Qualification

NCCP Level 1 and/or trained Lets Ride! Community Initiative

Current CRP and first aid

Valid police record and vulnerable sector check

Compensation:

\$19/hr approximately 5 - 15 hr/week

Applications:

Please submit resume and cover letter to CBTLexecutive@gmail.com

Applications will be accepted until February 28, 2019 or until suitable candidate is found