



# Employment Opportunity

## Bike Kiosk Coordinator

### Position

Share your passion and experience for cycling with University of Manitoba students, staff and community by being the inaugural Coordinator for the new Bike Kiosk at the University of Manitoba, to be opened Spring 2017.

This is a brand new facility at the Fort Garry Campus, with phased-in growth planned. The successful candidate is driven, patient, flexible and open-minded.

We are looking for someone with enthusiasm, commitment, mechanical aptitude, and a true ambassador of cycling in Winnipeg. If you are a team player, great with people and bikes, consider applying today. Include your salary expectations in your cover letter. Position would start prior to facility opening.

### Responsibilities

**Position reports to: General Manager**

- Maintain a clean and organized environment – tools, parts, customer records, daily deposits
- Managing part-time staff and a team of volunteers
- Managing outreach and educational goals of the Bicycle Kiosk
- Previous bicycle repair experience required – wheel building, truing, repair & change tires, brakes, crank arms, derailleurs, chains; suspensions of a wide variety
- Plan and host regular outreach events and workshops related to bicycle repairs, maintenance, safety, group rides; participate in community bike events
- Pursue grants, sponsorship and fundraising opportunities, and oversee the budget for the Kiosk

### Qualifications

- Experience repairing bicycles
- Problem solver, ability to multi-task & quick thinker
- Outgoing, loves helping others
- Experience managing people - staff or volunteers
- Excellent communication skills
- Self-motivated
- Retail experience in a service or repair setting
- Experience managing budgets

### Salary

<b>Identify salary requirements in cover letter</b>	Commensurate with Experience	<b>37.5 hours per week</b>
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***Interested applicants should forward their cover letter & resume to:***

Bike Kiosk Coordinator Selection Committee  
University of Manitoba Students' Union Room 101 University Centre  
University of Manitoba Winnipeg, MB R3T 2N2  
Fax: (204) 269-1299 E-mail: [umsu@umsu.ca](mailto:umsu@umsu.ca)

***To request a copy of the Position Description, contact [UMSU@UMSU.ca](mailto:UMSU@UMSU.ca)***

**Application Deadline: February 16, 2017 4:00pm**

*For more information about the University of Manitoba Students' Union, please visit our website at [www.umsu.ca](http://www.umsu.ca)*

**The University of Manitoba Students' Union is an equal opportunity employer.**