



Scarborough Cycles Project Coordinator Job Description

Do you have a passion for sharing your love of bicycles and encouraging more people to ride? The Toronto Centre for Active Transportation (TCAT), in partnership with Cycle Toronto, Toronto Cycling Think & Do Tank, and CultureLink, has launched an exciting new project called *Scarborough Cycles: building bike culture beyond downtown*. We are hiring a Project Coordinator to administer the program in Scarborough, conduct outreach, and organize events.

Funded by the Metcalf Foundation, the goal of *Scarborough Cycles* is to build a constituency and culture in support of cycling in Scarborough, an area underserved in terms of cycling infrastructure and lacking in transportation options. With 30% of Toronto's landmass, 24% of its residents, and half a million cyclable trips (trips under 5 km) per day, Scarborough has only one bicycle sales and service facility. *Scarborough Cycles* has four goals: 1) create and disseminate new knowledge about cycling in the suburbs; 2) build capacity among local agencies, institutions and individuals to support cycling; 3) address barriers and create new cyclists; and 4) engage with residents and stakeholders about the benefits of improved cycling infrastructure.

Scarborough Cycles will identify two areas in Scarborough with strong potential for increased cycling and use targeted interventions in these areas to build participation in cycling for transportation. We will develop partnerships with two local organizations interested in becoming a "Bike Hub". Through these hubs we will offer access to bicycles and tools, cycling education workshops and repair clinics, cycling mentorship activities and rides, bikeability audits, and civic engagement and neighbourhood strategy workshops.

Duties and Responsibilities

- Develop, manage and implement the *Scarborough Cycles* program in two communities in Scarborough
- Organize meetings and provide administrative support to the Steering Committee, Research Committee, and Partner Committee
- Liaise with Toronto Cycling Think and Do Tank as they research and identify the neighbourhoods with strong potential for increased cycling

- Prepare partner information package including terms of reference; identify and approach potential partners; with guidance from the Steering Committee select two partners to serve in the role of “Bike Hubs”; determine program priorities with the partners
- Purchase bicycles and tools; negotiate storage space
- Work with Cycle Toronto and CultureLink to adapt workshop and program material for local context
- Prepare outreach materials to recruit mentors, bike mechanics and community members to participate in the program
- Recruit and oversee bicycle mechanics and volunteers
- Coordinate logistics and deliver community activities and events at the “Bike Hubs” between April and October 2016 including repair training and clinics, workshops, rides, etc.
- Track progress and document program developments for both social media and blogs, as well as more formal funder reports

Qualifications

- Have excellent community knowledge and experience in Scarborough – ideally the candidate will currently live in Scarborough and has worked or volunteered in the local community
- Demonstrated experience in community organizing and/or motivating and bringing people together and building alliances
- Experience working on projects with multiple partners
- Ability to juggle different agendas and perspectives
- Excellent communication skills (both verbal and written)
- Adept at engaging effectively and comfortably with a variety of stakeholders of diverse interests and backgrounds
- Skilled at active listening and creative at solving community-identified problems
- Experience in developing and organizing public outreach events
- Project administration experience
- Must be reliable, organized and punctual
- Self-motivated
- Be enthusiastic about cycling and helping others to cycle
- Have experience bicycling in urban traffic and own a bicycle in good working condition
- Have bicycle mechanic skills (desirable, not required)
- Experience working with newcomers to Canada and diverse populations
- Commitment to anti-racism and combating other forms of discrimination
- Fluency in additional languages considered an asset
- Police reference check may be required

Basic Details

- Start Date: July 2015
- Duration: July 2015 – December 2016 (with possibility of extension)
- 30 hours per week (occasional evening and weekend work may be required)
- \$25/hour

Application Process

Please submit a cover letter and resume to info@tcat.ca before Monday May 11, 2015 at 5:00 pm with the following subject line: Project Coordinator.

Clean Air Partnership values diversity and is an equal opportunity employer. We thank all applicants for their interest but only those selected for an interview will be contacted.

About Us

- The Toronto Centre for Active Transportation (TCAT) is a project of the registered charity Clean Air Partnership. TCAT's mission is to advance knowledge and evidence to build support for safe and inclusive streets for walking and cycling.
- CultureLink assists newcomers to find employment, to access education, to meet established residents, and to develop their social and professional networks while getting to know Toronto. In collaboration with Cycle Toronto, CultureLink promotes cycling for transportation to newcomers by offering cycling workshops and programs like *Bike Host*, which matches newcomers with confident cyclists who act as mentors.
- Cycle Toronto is a diverse member-supported organization that advocates for a healthy, safe, cycling-friendly city for all. Cycle Toronto has more than 2,800 members.
- The Toronto Cycling Think and Do Tank (TCT2) is a research organization based at the University of Toronto. TCT2 specializes in identifying, understanding and reducing barriers to cycling as well as identifying, understanding and increasing facilitators of cycling.